
American Camp Association's **ACCREDITATION PROCESS GUIDE**



American Camp Association™



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Margery M. Scanlin, Ed.D.

For her years of outstanding service to the camp community, the American Camp Association, and her commitment to the Association's accreditation program, this book is dedicated to Dr. Marge Scanlin.

Dedication

Acknowledgments

These standards reflect the cooperative effort of many...

The members...who share ideas, suggestions, and yes—complaints. But all of this provides input for improvement. Members write, call, field test, and tell us what they want. These standards exist for them, because of them!

The delegates...who spend countless hours listening, reflecting, suggesting, voting, and sharing in the dynamic process of creating change and improvement.

The section standards personnel...visitors, instructors, standards chairs, committee members, and section staff whose incredible efforts accomplish close to 1000 visits, usually when they are the busiest, for they, too, are camp directors!

The National Standards Commission...a small group of dedicated volunteers whose commitment to excellence in standards causes all of us to stretch professionally. A list of the most current Commission members who served during this revision includes the following National Standards Commission members:

Cynthia Moore, Chair, 1999 - 2006

Peggy Adams

Jeff Beltz

Susie Davis

Nancy Garran

Linda Kotowski

Michael Peterson

Dave Silverstein

Stan White

The staff of the American Camp Association...and not just the staff of the accreditation department, but the whole group who share in the work, provide understanding support, and work together to accomplish what no one department could accomplish alone.

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A special thanks to Peg Smith, executive director, American Camp Association, for her encouragement and leadership in the accreditation process.

To all of the aforementioned individuals, we give our thanks.

—WB

Disclaimer

The purpose of these standards is to educate camp directors and camp personnel regarding practices and procedures followed generally within the camp industry. That purpose is furthered to the extent that the standards provide a basis for accreditation of camps by the American Camping Association, Inc. It should be recognized that each part of every standard may not be applicable to all camps. Further, it is not the intention of the American Camping Association, Inc. to attempt to include every practice or procedure that might be desirable for or implemented by a camp since conditions, facilities, and the goals or objectives of all camps are not identical or uniform.

The accreditation programs of the American Camping Association, Inc. are designed to be applied only to those camp programs that are consistent with the stated definitions and eligibility requirements of the identified designations. Programs outside of these definitions or criteria are not subject to our standards and are not considered for accreditation.

In developing and applying these standards in the accreditation process, the American Camping Association, Inc. and its sections do not undertake to verify the continuous adherence by those camps or directors to every applicable standard or guideline. Nor does the Association warrant, guarantee, or insure that compliance with these standards will prevent any or all injury or loss that may be caused by or associated with any person's use of facilities, equipment, or other items or activities that are the subjects of these standards; nor does the Association assume any responsibility or liability for any such injury or loss.

Further, the American Camping Association, Inc. hereby expressly disclaims any responsibility, liability, or duty to affiliated camps, directors, camp personnel, and to campers and their families, for any such liability arising out of injury or loss to any person by the failure of such camps, directors, or camp personnel to adhere to these standards.



Camp accreditation logo of the American Camp Association

The American Camp Association accredited camp logo is a registered trademark. Any use of the ACA signs, seals, and logos is a privilege reserved for camps that are currently accredited. Such symbolism represents to the public that a camp has met the criteria for the accreditation.

It is inappropriate for camps to advertise or imply that accreditation has been applied for or earned until notification has been received from the American Camping Association, Inc. indicating that all accreditation requirements have been met and verified by an on-site visit.

Any improper use of accreditation symbols or statements should be reported to ACA's national office and is subject to prosecution to the full extent of the law.

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The American Camp Association

The American Camp Association (ACA) is a community of camp professionals dedicated to ensuring the high quality of camp programs, a greater public understanding of and support for the value of the camp experience, and an increase in the number of children, youth, and adults of all social, cultural, and economic groups who participate in the camp experience. Established in 1910, ACA operates as a private, nonprofit educational organization with members in all 50 states and several foreign countries. Its members represent a diverse constituency of camp owners and directors, executives, educators, clergy, businesses, consultants, camp and organization staff members, volunteers, students, retirees, and other individuals associated with the operation of camps for children and adults.

The services provided by ACA include educational programs and conferences, accreditation services, networking, monitoring of legislation at the federal and state levels, *Camping Magazine*, public relations efforts, and an on-line bookstore providing educational resources related to camping, conferencing, and outdoor education. ACA also serves as a consultant and advisor to many state and federal agencies in the field of camping and to colleges and universities in the fields of outdoor education and recreation.

The programs of the Association are administered through numerous local sections. Members belong to the national organization and to a local section responsible for delivering services, including the accreditation programs. Section and national officers are elected by the membership and serve without pay. The organization is supported primarily by the dues and contributions of its members. Other support comes from conference fees, the sale of publications, project grants, and fees for services.

The ACA community of camps promote active participation, caring relationships, and focus on the emotional, social, spiritual, and physical growth of an individual. Camps vary in their purpose and desired outcomes, but each encourages risk taking, valuing the resources of the natural world, healthy lifestyles, and learning through a variety of fun and life-changing experiences.

Because of our diverse membership and exceptional programs, children and adults have the opportunity to learn powerful lessons in community, character-building, skill development, and healthy living. As a leading authority in child development, the ACA works to preserve, promote, and improve the camp experience. The Association is committed to helping its members and all camps provide:

-
- Camp communities committed to a safe, nurturing environment
 - Caring, competent adult role models
 - Healthy, developmentally appropriate experiences
 - Service to the community and the natural world
 - Opportunities for leadership and personal growth
 - Discovery, experiential education, and learning opportunities
 - Excellence and continuous self-improvement

The Accreditation Program of the American Camp Association

Purpose

The American Camp Association is the only nationwide organization that accredits all types of organized camps. Many nationally recognized youth-serving organizations that have their own guidelines often require or recommend that their camps seek ACA accreditation.

The main purpose of the ACA accreditation program is to educate camp owners and directors in the administration of key aspects of camp operation, particularly those related to program quality and the health and safety of campers and staff. The standards establish guidelines for implementing policies, procedures, and practices. The camp, then, is responsible for on-going implementation of those policies. Another purpose of ACA accreditation is to assist the public in selecting camps that meet industry-accepted and government-recognized standards.

While standards primarily focus on health and safety practices, accreditation is not a guarantee that the camper will be free from harm. Accreditation does, however, indicate to the public that the camp administration has voluntarily allowed its practices to be compared with the standards established by professionals in the camp industry. At least once every three years, an outside team of trained camp professionals visits the camp to verify compliance with the standards.

Unlike inspections by state licensing bodies, ACA accreditation is voluntary. The ACA does not have the authority to close or otherwise penalize an entity not meeting its accreditation criteria, except for the removal of the accreditation status. Licensing focuses on the enforcement of minimum standards. Accreditation focuses on education and evaluation of camp operations, using standards that go beyond the minimum requirements of licensing.

ACA standards identify practices considered basic to a quality camp experience. They do not, however, require all programs to look alike. The ACA accreditation program serves a broad range of facilities and programs: some primitive, some rustic, others highly developed. Each will have addressed in its own way the concerns identified by the standards.

Many types of camps and programs seek ACA accreditation, such as camps that operate day and resident sessions, travel and trip programs, school camps and environmental education programs, and camps with special program emphases (e.g. sports, academic, therapeutic, religious). Many of these camps also offer facilities and services to other program operators.

Eligibility

American Camp Association Accreditation for camps may be sought when operating programs and services on property owned by the camp or when operating on the property belonging to someone else. The visitation of the outside team of trained professionals is undertaken to ensure the camp's compliance with standards related to the campsite, program, and operation, and it must occur while the camp is in full operation.

To be eligible for *accreditation*, an operation must:

- Deliver camp programs and/or provide camp facilities and services for other programs consistent with ACA's mission of enriching the lives of children, youth, and adults through the camp experience.
- Submit an initial application and annual Statement of Compliance that indicates the camp's compliance with applicable laws, regulations, and permit requirements. The annual statement affirms the camp's continued compliance with all applicable mandatory standards and other criteria for accreditation as noted at the time of the visit.
- Pay appropriate dues and fees, as determined by ACA.
- Have an operating season with at least one session that is at least five consecutive days in length if a resident camp; or, if a day camp, at least five consecutive days in length or five days in not more than 14 days. The day or resident camp session may be operated by a site owner or by a group using another site's facilities and services.
- Be visited by ACA-certified team of trained professionals for accreditation when the camp is fully operational in its primary business. For most camps, this visit will occur during their summer day or resident camp program.

Content of the Standards

Accredited camps are responsible not only for state and local laws, but also for those requirements defined by the standards. Those requirements include:

- ❑ *Site and food-service standards*, including provision of adequate sleeping quarters in resident camps, safe playgrounds, and fire and law enforcement protection.
- ❑ *Transportation standards*, including driver qualifications and training, vehicle maintenance, safety procedures, and the availability of emergency transportation.
- ❑ *Health-care standards*, including supervision of health-care practices, availability of first-aid equipment and personnel, the use of health histories and health-examination forms, and the use of recommended treatment procedures.
- ❑ *Operational-management standards*, including safety regulations, emergency procedures, and risk-management planning.
- ❑ *Human resources standards*, including qualifications, screening, staff training, and supervision of camp staff.
- ❑ *Program standards*, including activity-leadership qualifications, safety regulations, and procedures for conducting both general and specialized activities, such as aquatics, horseback riding, and trip/travel camping programs.

Symbols Protected

The use of American Camp Association accreditation signs, seals, and logos is a privilege reserved for camps that are currently accredited. Such symbolism represents to the public that a camp has met certain standards. All indications of ACA accreditation are protected by U.S. patent and copyright laws. Any improper use of symbols should be reported to ACA national headquarters and may be prosecuted to the full extent of the law.

History and Development of Standards

Since the formation of the Camp Directors' Association in 1910 (now the American Camp Association), the leadership of organized camping in the

United States has directed many of its efforts toward health and safety concerns affecting camps. Following mergers with regional and specialized camping organizations, the name American Camping Association was adopted in 1935. In this same year, a listing of "Suggested Tentative Standards" was adopted. These standards were in addition to those being developed independently by individual agencies, such as the Young Men's Christian Association, the Girl Scouts, and the Boy Scouts.

In 1940, the executive committee of the ACA decided that the existing formulations of standards should be assembled, examined, and worked into a composite form that might represent a consensus of the camp movement. Grants from the Kellogg and Chrysler Foundations enabled this project to go forward, and in 1948, the first set of camp standards was officially adopted at ACA's national convention.

At subsequent conventions, additional standards and/or concepts related to standards were adopted:

- 1950 Personnel and program standards adopted.
- 1954 Methods of establishing compliance with the standards were instituted.
- 1956 Day-camp standards adopted.
- 1961 Travel and family camp standards adopted.
- 1965 A standards program that consolidated all the previous sets of standards was put in place, and the concept of prerequisite (necessary for accreditation irrespective of other scores) was adopted.
- 1968 A Standards Rewrite Committee was formed to thoroughly study the standards, utilizing research conducted over the previous few years with the assistance of Pennsylvania State University and the Fund for Advancement of Camping.
- 1972 The recommendations of the Standards Rewrite Committee were approved by the Council of Delegates.
- 1974 With the cooperation of the National Easter Seal Society, standards for the physically disabled were adopted.
- 1980 With input from state associations for developmentally challenged persons, standards for the developmentally challenged were adopted.
- 1982 With input from the American Diabetes Association, standards for camps serving persons with diabetes were adopted.
- 1984 A complete revision of standards for camp accreditation and site approval was adopted, consolidating all recently adopted revisions into the core document. The National Standards Board agreed to maintain this set of standards for six years, if possible.

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- 1990 A revised set of standards focusing on health and safety issues was adopted. In camp accreditation, items reflecting good business practice were placed in a separate self-assessment document.
 - 1992 Camp standards revised slightly to address concerns of the Americans with Disabilities Act of 1990.
 - 1993 Standards for conference and retreat center operations adopted.
 - 1998 ACA's Council of Delegates adopts a complete revision and restructuring of camp standards that combines the former camp accreditation and site approval standards into a single accreditation program for camps.
 - 2006 ACA's Council of Delegates approves the revision of several existing standards and the addition of new standards

Administration of the Standards Program

The National Standards Commission is responsible to develop and administer the standards program of the association. Its members are selected according to defined criteria and operate within specific guidelines and procedures approved by the National Board of Directors of the American Camp Association.

The scheduling of visits and assignment of visitors is directed by ACA's geographical units called "sections." These sections are chartered by the Association on an annual basis and are responsible for the orderly local administration of the accreditation programs under the supervision of the National Standards Commission and the staff of the accreditation department in the national office.

National Accreditation Criteria

The American Camp Association accreditation programs are national programs that utilize the local section as the implementation agency within the ACA structure. The minimum criteria for accreditation are established and monitored by the National Standards Commission.

Sections schedule and conduct visitations. They also approve accreditation for camps that meet the mandatory standards and the minimum score percentages established by the National Standards Commission and reject accreditation for camps that have not met at least the minimum criteria.

Sections do not have the authority to waive either the established mandatory standards or the specified minimum score percentages established for compliance. If a section deems that it is highly desirable to waive such criteria, such a request must be made to the National Standards Commission, according to the procedures set forth by that board.

Preparation for the Visit

- ❑ *Step #1*—Apply by completing appropriate membership and accreditation application forms and signing the Statement of Compliance (Appendix B) that will be sent following the receipt of the application.
- ❑ *Step #2*—Remit dues and fees as described in current membership materials.
- ❑ *Step #3*—Attend the standards course offered by the camp's local section that explains the process and describes the requirements for accreditation. At the time of the accreditation visit, an individual must be on the campsite who has completed the standards course and has participated in the development of materials for the visit.
- ❑ *Step #4*—Prepare materials and written documentation required by the standards. Review and evaluate each area of camp operation, utilizing the guidelines in the standards.
- ❑ *Step #5*—Participate in the visit by a team of ACA-trained visitors who will spend a full day observing the camp and working with the director in the scoring process. This visit must occur when the camp is in full operation during its primary business season. Results of the visit will be reported to camps no later than November 10 for camps that were visited in the summer.

Conduct of the Visit

The Visitor

Visitors are volunteers with a background in camp administration who have completed at least twenty-one hours of training prior to conducting visits for ACA. They have also completed an “apprenticeship” with an experienced visitor. Many visitors are camp directors themselves. They understand the importance of accreditation and the scope of laws, regulations, and procedures of camps.

The Visit

Accreditation visits occur on a typical program day (not the opening or closing day of a camp session), and generally require a full day. Visitors often arrive at camp during or shortly after breakfast and spend the morning touring, observing, and learning about the camp.

During the visitation process, visitors will observe living areas including sleeping accommodations for campers, groups, and staff; food preparation and dining

areas; aquatic activity areas; health care areas; garbage and rubbish disposal areas; maintenance and fuel storage areas; and activity areas. During this observation, visitors should have an opportunity to interview staff and campers and observe program activities in action.

Once this thorough tour of the camp is complete, the visitors will meet with the camp director to determine compliance with each standard that applies to the camp. Written documentation required by the standards may be evaluated prior to the on-site visit or may be observed by the visitors at this time. The visitors will score the standards, based on compliance, as observed at the time of the visit.

If, during the visit, the visitors note that the camp does not comply with a mandatory standard, the *immediate corrective action* policy will be instituted. Applicable ONLY to mandatory standards, the *immediate corrective action* policy requires a camp to immediately correct the deficiency and document that correction within 10 days or accreditation will be immediately withdrawn (if previously accredited) or denied.

Evaluation of the Visit

Criteria for Accreditation

To achieve accreditation (or reaccreditation), the camp must fully comply with each of the applicable mandatory standards and attain scores of at least 80% in each applicable section of standards.

Notification of the Accreditation Decision

Camps visited in the summer will be notified of the results of the visit between September 1 and November 10. Camps visited at other times of the year will be notified between six and eight weeks following the receipt of the score form at the national office. While a camp may be visited for accreditation during its first season of operation, accreditation is not achieved until action by the section board confirms that all accreditation criteria are met. The "accreditation year" is November 1 through October 31.

Review and Appeal

If a camp fails to meet the accreditation criteria, it has the right to a review by the section to question either the overall accreditation decision or the scoring of a particular standard. Ultimately, this review may be appealed to the National Standards Commission. The decision of the National Standards Commission is final.

The review process will include the opportunity for a hearing before the section standards committee and full consideration of all issues affecting the accreditation status of the camp. These due process rights are fully described in *The Camp Director's Guide to Review and Appeal*. Copies of this document are available from the section or national office.

Procedures for Revisitation

A camp may be revisited at any time, as determined by the section board of directors. Reasonable notice must be provided to the camp to have the opportunity to update any written documents required for the visit.

An accreditation visit is scheduled when:

- Three years have passed since the last visit,
- The camp was not accredited following the previous year's visit,
- The camp is a new applicant for accreditation; or

Revisitation may occur at the section's discretion when:

- The camp moves to a new site,
- There is a new owner,
- There is a new on-site director, or
- Other factors related to accreditation criteria indicate to the Board that a revisit is needed.

Removal of Accreditation

Accreditation may be removed by the section board of directors under the following circumstances:

- Refusal to schedule an accreditation visit by the section when required by the aforementioned procedures, or
- The visit occurs, but minimum criteria established for accreditation are not met, or
- For reasons as described in the current Statement of Compliance.

The camp retains the right of appeal to the National Standards Commission in such circumstances.

Using This Book

The ACA accreditation programs are designed to be applicable to all types of camps, including:

-
- Camps that conduct seasonal or year-round operations
 - Camps that are religious, private-independent, government, or agency sponsored
 - Camps that serve small and large populations
 - Camps that offer day, resident, or trip/travel camp sessions
 - Camps that provide facilities and services to groups
 - Camps that have a decentralized or centralized program philosophy
 - Camps that are male, female, or coed
 - Camps that provide general or specialty outdoor programs
 - Camps that serve children and adults and those with special needs

Applicability

The standards are intended to be scored for all operations and programs of the camp, *except single-day events*. For example, day and resident-camp sessions, weekend retreats, and overnight campsite use by groups are all to be evaluated by the standards. However, events such as single-day meetings, dinners, program events, or training sessions would not be considered in the standards-evaluation process.

Differences in Levels of Some Requirements

Within the camp standards, basic minimum standards (expectations) apply regardless of the varied types of camp programs and operations. These basic standards, such as the provision of emergency exits in buildings and lifeguards for swimming, are to be applied to every camp seeking accreditation by ACA. There are instances where ACA standards and state laws or regulations may coincide. Camps should always abide by the more stringent regulations, laws, or standards governing their specific camps.

Other standards vary, based on who is delivering the program or services and who has the responsibility for supervision of campers. For example, the requirements for health information and supervision are different when the camp is operating a resident camp from when a weekend group uses the camp facilities to run their own program, since the responsibility for service may vary.

When user groups are responsible for their own care and supervision, camps need only advise groups of limited site-related or youth-specific concerns. Camps are not responsible for collecting health forms, leader qualifications, vehicle maintenance records, etc., in these circumstances. This directive is consistent with requirements under the law when the site owner operates in a landlord capacity.

To enhance the value of the accreditation program as an educational process, it is strongly recommended that the camp administration involve the staff in the preparation of materials for the visit and in the visit itself. The person in charge of each program area or mode of operation should conduct the evaluation of his or her own program as preparation in this process.

Format of the Standards

Standards

Standards are easily recognized in each section within color-highlighted boxes. All standards within a section appear in the same color, with each section shown in a different color. Standards are distinguished by an alpha-numerical ordering system. For example, the Standard OM-19 indicates the 19th standard in the Operational Management section.

Standards may be composed of multiple components which are usually indicated by a bulleted list. All components must be satisfied and are scored as an aggregate. For example, Standard HW-13 has four components, but each component must be met for the standard to be in compliance.

In some instances, there may be more than one standard under the same number and heading, with each standard identified with a capital letter appended to the primary standard number. For example, under SF-1, Emergency Exits, there are two standards—labeled Standard SF-1A and Standard SF-1B. Each standard, although under the same heading, is scored independently.

Mandatory Standards

Some standards are designated as MANDATORY. The word MANDATORY is highlighted in the margin next to the standard. If the word "ALL" is indicated below the mandatory designation, then the standard(s) listed below the heading are mandatory. For example, both Standards SF-1A and SF-1B are mandatory standards under SF-1. At other times there may be only certain standards that are mandatory within the color-highlighted box. In this case, each standard is listed below the mandatory designation. PA-17 is an example where only Standard PA-17B is mandatory. Standard PA-17B is listed below the word mandatory. Compliance with mandatory standards is required for accreditation to be granted, regardless of scores achieved in other areas of the standards. Mandatory standards are listed together within this book and within their appropriate sections.

Does Not Apply

Some standards may not apply to certain types of camps or be applicable to a particular camp because a specific program is not offered. For example, some camps may not use public providers, never have overnight trips, never lease facilities, as well as other exclusions. The “does not apply” designation may appear in the margin beside the standard, within the standard, or may appear in introductory information at the beginning of a section or before groups of standards.

Interpretation and Compliance Demonstration

Below each standard, three additional designated inscriptions may appear. The first is "INTERPRETATION," which will provide camp administrators and visitors assistance in understanding the terminology of the standard and its intent, as well as assistance in the consistent application of a standard in a variety of situations. The INTERPRETATION may help in determining applicability, defining terms, or locating other resources.

The second is "COMPLIANCE DEMONSTRATION," which identifies for directors and visitors the minimum expectation of the National Standards Commission as to how compliance with the standard should be determined. General guidelines for the Compliance Demonstration include the following:

- When indicated, written procedures/documents must be seen by the visitor when specified by the standard. Written procedures/documents shall be evaluated by the visitor to see that they contain the specifics required by the standard. Documentation may be reviewed as part of a pre-visit process or during the on-site visitation.
- Procedures or policies not specified in the standard to be in writing may be described by the camp administration or staff.
- The visitors' tour around the property will give them an informal opportunity to observe facilities, interactions, and the implementation of policies and procedures in camp programs.
- Standards required to be “in practice” or “rehearsed” are to be verified by the visitor through discussion or observation to ascertain that implementation has occurred.
- Programs, activities, and modes of operation not observed on the day of the visit are to be scored by visitors based on written documentation and discussion of the standard's requirements with appropriate staff.

The third is "WRITTEN DOCUMENTATION IS REQUIRED," which will appear if written documentation is required for the compliance demonstration.

Modes of Operation

The standards are scored for all operations and programs of the camp, except single-day events and program areas that are not applicable. For the purposes of the standards, the following four modes are defined:

- ❑ *Day camp*: Sessions generally last for at least five days and sometimes much longer, and are operated and staffed by the camp. The camper goes home to parent or guardian each night, except for an occasional overnight.
- ❑ *Resident camp*: Sessions are generally for at least five days (four nights) and may be multiple weeks in length. The program is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. Campers stay overnight, and camp is responsible for campers 24 hours a day. Trip-and-travel camp programs are resident-camp programs lasting for three nights or more, often without a base location. Trip-and-travel program activities are based upon environments encountered as the group moves from location to location. Such programs run as an extension of resident or day camp or may be an exclusive trip-and-travel camp, specializing in only trip, travel, or tour programs.
- ❑ *Short-term residential programs run by the camp*: Sessions are generally three nights or less, run and staffed primarily by the camp, and include weekend retreats, short environmental programs, skill-training weekends, parent-child programs, etc. The camp staff for these programs is sometimes supplemented by adults from a participating group.
- ❑ *Rental or lease programs run by user groups*: This type of camp operation involves other camps, groups, or programs that rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Examples of user groups in this category include most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards or food service, but the primary responsibility for camper supervision and general programming is with the group. The programs may be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for programming is called the user group.

To assist camps in determining standard applicability, the modes are identified in the margin next to each standard. If the mode appears for any of the four stated modes, the standard MAY apply to the camp for that mode. If no mode is indicated, the standard does not apply to that particular mode of operation.

ACA Accreditation Standards Resource CD-ROM

The accompanying CD-ROM contains resources and information that can help further support and assist camps in their effort to comply with the standards. Among the items included in the CD-ROM are forms, standard related articles, best practices, and web links that point to up-to-date industry standards or advice, authoritative bodies, and current research.

Foundational Practices

Additional practices accepted by camp professionals as basic to camp operation, but which are not currently included in the requirements of the standards, are addressed in this section. The intent of this section is to educate new directors about these practices, to remind experienced directors of professionally accepted practices, and to encourage annual self-assessment in these areas. Completion of Standard OM-1, Review of Foundational Practices, verifies compliance of this review.

Glossary

The glossary contains definitions of terms used throughout the standards document. Terms that are limited in definition to a particular standard are defined in the interpretation of that standard. The standards are intended to be applied within the framework of the definitions as stated in this book.

Index

An index is provided to identify the location of specific topics within the standards document.

Foundational Practices

Over the years, through the accreditation program of the American Camp Association, many of the standards addressed in the ACA's efforts in this regard have been accepted as common practice by camp leaders and the public. In the process, they have become an important part of the body of knowledge applied by seasoned camp professionals. As former standards become generally accepted practice in the industry or are regulated by other bodies, they are acknowledged as FOUNDATIONAL PRACTICES and moved to this educational resource for self-assessment.

These directives are referred to as "foundational practices," because they are important to the delivery of a positive camp experience. They are a critical source of accumulated knowledge for new camps and new directors, and serve as a viable means of identifying the numerous individual considerations that must be addressed to develop a quality camp operation and program. They are valuable reminders to experienced directors of those matters that must be continually managed in the camp setting. They also serve as guidelines for parents, educators, youth development professionals, businesses serving camps, and governmental bodies, regarding norms in the industry related to the delivery of a positive camp experience.

In addition to the body of knowledge that has emerged from the camp industry itself, new guidelines are offered from the development of new products, research regarding safety, and specialists in areas related to camp activities. Many of these guidelines provide useful information to camp professionals for specific ways of enhancing their campsite and program. Guidelines from public sources or other industries applicable to camps in a specific way are included in the foundational practices in this section.

The 33 foundational practices, organized according to the sections of the standards, that should be addressed by directors and staff in their camp setting are listed in the subsequent pages of this section. They are scored as one standard under Operational Management, indicating that the camp has reviewed and responded as applicable to each item.

**Site and Food Service
Foundational
Practices**

- ☐ Appropriate insect/weed control methods are in effect, and only approved pesticides or herbicides are utilized on the property as identified by state/local codes.
- ☐ Erosion control methods are in practice, where applicable.
- ☐ The site is free from observable evidence of a sewage-disposal problem.
- ☐ Laundry facilities are available on-site or nearby for campers and staff in long-term camps and for campers with special needs.
- ☐ Adequate shelter for all campers and staff is provided during inclement weather.
- ☐ Permanent, enclosed dining facilities provide protection from problem insects.
- ☐ The site provides separate facilities to provide privacy and freedom from campers for staff during their time off.
- ☐ Administrators using a nonowned site have a written agreement with the site owner specifying responsibility for the use of the site, facilities, equipment, and services.
- ☐ Menus have been planned and/or approved by a nutritionist, dietician, or other person qualified to evaluate the level of nutrition and balance of the meals served.
- ☐ Food-service staff wear appropriate hair covers as required by state/local regulations, and wear clean, neat, practical clothing.
- ☐ Sleeping, dining, toilet, bathing, and program facilities are available to persons with disabilities.
- ☐ The camp provides toilets that meet the standards of regulatory bodies, applicable building codes, and provide for comfortable use of the camp.
- ☐ Hand-washing facilities are located adjacent to toilets and meet the standards of regulatory bodies, applicable building codes, and provide for comfortable use of the camp.

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- ☐ Toilet facilities in the main area and living areas provide privacy for occupants.
 - ☐ Pit and chemical toilets are screened or vented and equipped with toilet lids and self-closing doors.
 - ☐ The camp provides a minimum of one showerhead or bathtub for each 15 persons on-site for all resident camps and short-term resident programs.
 - ☐ For any playground area and apparatus, the camp has constructed the activity area according to accepted guidelines for safety, including an appropriate surface to cushion falls within the safety zone under and around the playground equipment.

 - ☐ Procedures are in practice regarding the use and release of any and all personal information related to campers and staff.
 - ☐ Budgeting, bookkeeping, and audit procedures consistent with good accounting practices are utilized annually.
 - ☐ Inventories of all facilities and equipment are reviewed and revised at least annually.
 - ☐ Arrangements for legal counsel have been made, and such counsel is available as problems arise.
 - ☐ The camp has written strategic-planning materials that assess current conditions and identify future needs for both the program and the operation.
 - ☐ The risk-management plan for the camp includes identifying, analyzing, and developing control techniques related to financial resources.
 - ☐ Policies are in place regarding participants bringing their personal items to camp.

**Operational
Management
Foundational
Practices**

Human Resources
Foundational
Practices

- ☐ The pre-camp training for camp program staff is of sufficient length to adequately prepare staff for their roles in programming and supervision.

Program Design and
Activities
Foundational
Practices

- ☐ Contracts have been signed with all providers of program services such as aquatics, adventure/challenge, horseback riding, and tripping that specify responsibility for meeting the intent of appropriate ACA standards.
- ☐ The program is designed to provide balance in the campers' activities.
- ☐ Campers participate in program planning in a variety of in-camp and off-season ways.
- ☐ The camp provides deliberately planned program activities designed to foster understanding of individual differences and group cooperation.
- ☐ Campers are free to practice their religious customs and to discuss spiritual matters in a manner that does not offend the rights and beliefs of others.

Program—Horseback
Riding
Foundational
Practices

- ☐ The camp has a policy limiting the maximum workday for a horse.

-
- ❑ The camp pays appropriate fees and secures permits to access wilderness areas and parks.
 - ❑ Water bottles carried on trips are clearly distinguishable by shape, color, size, style, or marking from bottles containing liquids not fit for human consumption.

**Program—Trip and
Travel**
**Foundational
Practices**

This section details the 31 standards that the ACA's National Standards Commission has identified as being MANDATORY. Compliance with mandatory standards is required for accreditation to be granted, regardless of scores achieved in other areas of the standards.



Mandatory Standards

**Site and Food Service
Standards**

SF-1 EMERGENCY EXITS

All buildings in a camp that are used for sleeping must be constructed or equipped with the following safety features:

- SF-1A: At least one emergency exit in addition to the main door or entrance.
- SF-1B: A direct means of emergency exit to the outside from each sleeping floor not at ground level.

SF-2 CARE OF HAZARDOUS MATERIALS

A camp must require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- Handled only by persons trained or experienced in their safe use and disposal, and stored appropriately:
 - ✓ With access limited to trained persons,
 - ✓ In closed, safe containers that are plainly labeled as to contents, and
 - ✓ In locations separate from food.

**Transportation
Standards**

TR-1 MEDICAL EMERGENCY TRANSPORTATION

A camp must have a system in practice that assures emergency transportation is available at all times by the camp or user groups, or community emergency services with whom prior arrangements have been made in writing.

**Health and Wellness
Standards**

**HW-1 FIRST AID AND EMERGENCY CARE
PERSONNEL**

When campers are present in camp or on camp trips, a camp must require that trained adults with the following minimum qualifications be on duty at all times:

- HW-1A: When access to the emergency medical system (EMS) is 20 minutes or less, certification by a nationally recognized provider of training in first aid and CPR.
- HW-1B: When access to EMS is 20-60 minutes, certification by a nationally recognized provider of training in second-level first aid and CPR.
- HW-1C: When access to emergency rescue systems or EMS is more than one hour, certification from a nationally recognized provider of training in wilderness first aid and CPR.
- HW-1D: For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor.

HW-2 HEALTH HISTORY

A camp must receive from each camper and seasonal staff person a current, signed health history, requesting all of the following information in relation to the activities in which the camper/staff may participate in camp:

- Description of any camp activities from which the camper/staff should be exempted for health reasons,
- Record of past medical treatment, if any,
- Record of allergies, dietary restrictions,
- Record of immunizations, including date of last tetanus shot,
- Record of current medications, prescribed and over-the-counter, and
- Description of any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp.

HW-23 EMERGENCY CARE PERSONNEL

A camp must provide, or must advise user-group leaders, in writing, to provide, adults with the following qualifications to be on duty for emergency care:

- CPR certification from a nationally recognized provider, and
- For youth groups, first-aid certification from a nationally recognized provider.

OM-2 FIREARMS CONTROL

A camp must require that all firearms and ammunition be stored under lock.

HR-4 STAFF SCREENING

A camp must have written evidence of a policy in practice that requires screening for all camp staff with responsibility for or access to campers that includes:

HR-4A: Annually for all camp staff—paid, volunteer, and contracted:

- A voluntary disclosure statement, and
- A check of the National Sex Offender Public Registry, or for residents of states not participating in the National Sex Offender database, a check of the sexual offender registry of any state in which the applicant resided.

Health and Wellness Standards

Operational Management Standards

Human Resources Standards

**Program Design and
Activities
Standards**

PD-1 OVERNIGHTS AND TRIPS

A camp must require training for campers and staff, based on written procedures, for overnights, trips, and excursions, involving:


PD-1A: Persons using camp stoves or flammable liquids must be instructed in their proper use and care and supervised until competency is demonstrated.

PD-23 ADDITIONAL FIREARM SAFETY

A camp must require the following for all firearm activities:

PD-23A: When not in use, all firearms must be stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition is stored in either a third location or container, requiring a separate key or access system.

add PD - 24B
Activities involving
motorized vehicles



PD-24 PROTECTIVE HEADGEAR

A camp must require that helmets be worn by all participants (staff and campers) when engaged in:

PD-24A: Activities involving bicycling.

**PD-27 BOARDING AND SKATING SAFETY
APPAREL**

A camp must require campers and staff in all boarding, in-line skating, and hockey activities to wear, at a minimum, the following safety gear:

PD-27A: Helmets.

**Program—Aquatics
Standards**

PA-14 SWIM LIFEGUARD CERTIFICATION

To guard each swimming activity, a camp must provide, or must advise each user group in writing to provide, a person who has current certification as a lifeguard by a nationally recognized certifying body.

PA-15 SWIM LIFEGUARD SKILLS

A camp must have written documentation that every camp lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded.

PA-16 STAFF SWIMMING

For camp STAFF use of swimming facilities, a camp must implement a written policy that requires certified lifeguards be present at all times, and must have procedures that specify when guards or lookouts must be out of the water.

PA-17 FIRST AID/CPR

A camp should require, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate swimming location (e.g., pool, lake, river) who has:

PA-17B: Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g., pocket masks).

PA-18 SCUBA DIVING ACTIVITIES

Whenever SCUBA diving occurs, a camp must provide, or must advise groups in writing to provide:

- For any SCUBA activities involving noncertified divers, an adult with a current SCUBA Instructor rating from a nationally recognized certifying body, and
- For SCUBA activities in which ALL participants are dive-certified, an adult with at least a current Divemaster certification from a nationally recognized certifying body.

PA-20 WATERCRAFT GUARD CERTIFICATION

To guard each watercraft activity for day and resident camp programs and for youth groups, a camp must provide, or must advise the user group in writing to provide, a person who holds one of the following:

- Current instructor rating in the appropriate craft from a nationally recognized certifying body, or
- Current lifeguard training from a nationally recognized certifying body, or
- Other acceptable certification or license.

PA-21 WATERCRAFT RESCUE SKILLS

A camp must have written documentation that every camp watercraft guard has demonstrated skill in water rescue and emergency procedures specific to the type of water and activities being conducted.

PA-22 WATERCRAFT SAFETY FOR STAFF, ALL-ADULT GROUPS, FAMILIES

For staff, all-adult groups, and families with parent(s) present and supervising use of watercraft, a camp must have written evidence that participants are:

- Supervised by certified personnel (see Standard PA-20), or
- Instructed to implement written procedures that specify:
 - ✓ PFDs be worn by all persons at all times,
 - ✓ Safety regulations be followed, and
 - ✓ A designated checkout system is utilized

**Program—Aquatics
Standards**

PA-23 FIRST AID/CPR

A camp must provide, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate boating location (e.g., lake, river) who has:

PA-23B: Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (pocket masks).

PA-24 PERSONAL FLOTATION DEVICES (PFDs)

A camp must implement a policy requiring PFDs that are safe for use be worn by all persons involved in watercraft activities.

PA-30 PUBLIC PROVIDERS OF SWIMMING

A camp must implement a written policy to use only staffed public swimming facilities or providers who have persons on duty who have:

PA-30A: Lifeguarding certification (as in Standard PA-14).

PA-30B: Certification in first aid and CPR (as in Standard PA-17).

PA-31 PUBLIC PROVIDERS OF BOATING

A camp must implement a written policy to use only staffed public facilities for watercraft activities that have persons on duty who hold:

PA-31A: Appropriate watercraft certification (as in Standard PA-20).

PA-31B: Certification in first aid and CPR (as in Standard PA-23).

PA-32 PFDs OFF-SITE OR AT PUBLIC AQUATIC FACILITIES

A camp must implement a policy that PFDs that are safe for use are required to be worn by all persons in watercraft activities.

**Program—
Adventure/Challenge
Standards**

PC-15 PROTECTIVE HEADGEAR

A camp must implement a policy that requires the use of protective headgear by all participants when rock climbing, rappelling, spelunking, and when using high-ropes course elements or a vertical climbing wall/tower.

PH-1 PONY RIDES

A camp must have procedures in practice for the conduct of pony rides that:

PH-1A: Require the use of protective headgear specifically designed for horseback riding.

Program—Horseback Riding Standards

PH-15 RIDER APPAREL

A camp must have policies that require the following safety apparel be worn by campers and the camp staff:

PH-15A: Protective headgear specifically designed for horseback riding.

PT-1 TRIP ORIENTATION

All campers and staff must be required to participate in a pre-trip orientation that includes at least:

PT-1B: Specific information and training on how and where to obtain medical and emergency assistance on the trip.

Program—Trip and Travel Standards

PT-2 AQUATIC SUPERVISOR QUALIFICATIONS

A camp must have written evidence that all aquatic activities on trips are guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and

- For watercraft activities, has:
 - ✓ Instructor rating in the appropriate craft, or
 - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
 - ✓ Other acceptable certification or license; and
- For swimming activities, has:
 - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
 - ✓ Acceptable certification other than lifeguard, as in the section on watercraft activities, and the participants are wearing PFDs

PT-18 PFDs IN WATERCRAFT ACTIVITIES

A camp must implement a policy requiring personal flotation devices (PFDs) that are safe for use be worn by all persons in watercraft activities.

SITE AND FOOD SERVICE



Section SF

STANDARDS FOR CAMP ACCREDITATION

Site, facilities, and food service create a vital backdrop for all activities. This section provides industry-driven standards to assure that facilities are safe, well-maintained, and inviting. In addition, these standards contribute to promoting the health and well-being of all who participate.

APPLICABILITY

Whether the camp program is held on a site that is owned, rented, or leased, the program operator must be certain that provision has been made for the items in this section. The standards in the Site and Food Service section are scored only for camps utilizing a base camp. They are not scored for exclusively trip or travel camps or day camps with no base camp that are held each day on a different site.

When a camp program seeking accreditation is using or renting/leasing from a camp with ACA accreditation, the Site and Food Service standards *DO NOT* need to be scored again. However, information must be provided on the score form that identifies the camp whose accreditation is being relied upon. All other applicable sections of the standards must be scored specifically for the camp program seeking its own accreditation.

Standards are not intended to be applied to homes or buildings that are on camp property and are used solely as private residences of staff, or are not accessible to campers, user groups, and staff. Even when the site standards are not scored, camps should consider the requirements of these standards when choosing locations for a camp program.



Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational Practices Related to Site and Food Service Include:

- Use of appropriate pesticides and herbicides
- Erosion control
- Sewage disposal
- Laundry facilities
- Shelter in inclement weather
- Enclosed dining facility
- Separate facilities for staff time off
- Use of nonowned sites for programs
- Menus
- Food-service staff dress
- Accommodation for persons with disabilities
- Toilet facilities
- Hand-washing ratios
- Toilet privacy
- Pit and chemical toilets
- Shower ratios
- Playgrounds



SITE

The physical setting of the camp operation is an integral part of the total camp experience. While personnel and program are critical to meeting objectives for camper development in a healthy atmosphere, the site and its facilities also make an important contribution to the overall experience and the safety of participants.



SF-1 EMERGENCY EXITS

MANDATORY (ALL)

Are all buildings used for sleeping constructed or equipped with the following safety features:

SF-1A: At least one emergency exit in addition to the main door or entrance? YES NO

SF-1B: A direct means of emergency exit to the outside from each sleeping floor not at ground level? YES NO

SF-1A and SF-1B do not apply if campers, staff, or user groups never stay overnight in buildings.

SF-1B does not apply if all sleeping quarters are at ground level.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact, regardless of season. Depending on the structural design and use, yurts and RVs may need an emergency exit and this standard would apply. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

In Standard SF-1A, emergency exits should be located opposite from entrances so they could be used if the main entrance is blocked. "Emergency exit" does not imply a particular structure or evacuation device but means a quick, safe, readily available alternative exit. State or local fire officials or insurance underwriters may provide guidance about acceptable escape plans. Windows with screening could be considered emergency exits if occupants are informed of procedures for an easy and safe escape. Emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation for all persons. In split-level buildings that have ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation of all persons in case the ground-level exit is blocked. In Standard SF-1B, "to the outside" means that either the escape goes to the outside of the building or to an enclosed stairway that exits directly to the outside at ground level.

It should be noted that this standard does not suggest or imply that emergency exits are inappropriate for structures not included in this standard. However, they are not required universally because of the wide diversity of such shelters.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping areas, particularly those facilities with sleeping areas not on the ground level.

SF-2 CARE OF HAZARDOUS MATERIALS

MANDATORY (ALL)

Does the camp require that gas and liquid flammables, explosives, livestock medications, and other hazardous materials be:

- Handled only by persons trained or experienced in their safe use and disposal, and stored appropriately:

- ✓ With access limited to trained persons,
- ✓ In closed, safe containers that are plainly labeled as to contents, and
- ✓ In locations separate from food?

YES NO

INTERPRETATION: Liquid flammables include gasoline, kerosene, and other liquid fuels. Poisonous materials include cleaning agents, insecticides, weed killers, or other substances labeled as poisonous.

This standard deals with all livestock medications. Medications used for livestock are often very potent due to the size of the animals for which they are developed. Such medications may be flavored or scented so that animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

Individuals who are learning, under the direct supervision of trained personnel, to use flammable or hazardous materials are in compliance with the standard. Protective equipment, such as gloves and masks, must be provided when appropriate. Limiting access, to trained persons may include storing materials in areas that are off-limits to all except designated staff; or storing materials in locked buildings, rooms, cabinets, or containers; or training all participants on correct handling of certain materials such as kerosene for lanterns or bleach for cleaning. Whether stored in the same room or at different locations, it should be evident that hazardous materials can clearly be identified from other substances such as canned or boxed food. Directors may want to check with local officials for other recommendations concerning storage and handling of flammable or poisonous substances. Such local officials might include fire officials, insurance underwriters, and Occupational Safety and Health Association (OSHA) staff.

"Safe disposal" may include information on proper disposal of containers and substances, as well as procedures for spills of toxic or poisonous substances. Material Safety Data Sheets (MSDS), available from suppliers and manufacturers, provide information on safe handling and disposal of hazardous materials. Directors should be aware of local OSHA regulations regarding the availability and use of the MSDS.

Large, easily-recognizable, above-ground tanks such as propane or gas tanks do not need special labeling. The intent of labeling is to prevent accidental, inappropriate use of flammable or poisonous substances.

Does not apply if no flammable, explosive, poisonous materials, or livestock medications are used or stored on-site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on storage and use of hazardous materials.

COMPLIANCE DEMONSTRATION: Visitor observation of storage and handling of listed substances; director/staff description of handling procedures.



SF-3 CONTACT WITH LOCAL OFFICIALS

Does the camp make annual contact with applicable local emergency officials to notify them of the camp operation and to verify appropriate emergency-response information? YES NO

INTERPRETATION: Effective crisis-response planning includes prior contact and arrangements with appropriate emergency and rescue personnel. This may include fire, law enforcement, EMS, civil defense, homeland security, forest service, national park or other local officials—depending on the location and risk management issues of the camp and its program sites. Even in locations where the camp is automatically covered by municipal emergency services, the camp should notify officials of the size and scope of the camp operation to assure that the camp’s crisis response plan is consistent with local emergency procedures.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a chart to track contact information and verifications.

COMPLIANCE DEMONSTRATION: Director explanation of annual contacts and process to verify/update emergency response information.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-4 WATER TESTING

Does the camp have written confirmation that all water sources used for drinking or food-preparation purposes currently meet state or federal drinking water standards? YES NO

INTERPRETATION: This standard applies to water that comes from the camp's own wells or reservoir system, not to water provided by municipal or other water authority responsible for its own testing. "Currently" means that in a continuously used water supply, testing should be done at least quarterly. State or local regulations may require testing more frequently based on the state’s Safe Drinking Water Act. If part or all of a camp’s water supply is not continuously used, it is recommended that testing be within 30 days preceding the first use.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of current approved test results.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp is served by a community (public) water supply.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-5 UTILITY SYSTEMS

Does the camp have on-site:

- The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, **and**
- For a nonowned site, the written or posted telephone number of the individual or agency to contact in case of problems? **YES NO**

Does not apply if no utilities are on the site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Camp staff should have information immediately available to enable them to locate cutoff points in the event of an emergency, as well as for routine maintenance. Information may be obtained from utility companies or suppliers, and from property files. Charts or descriptions should be available for immediate access.

COMPLIANCE DEMONSTRATION: Visitor observation of charts, blueprints, etc.; for nonowned sites, visitor observation of written or posted telephone number of contact person.

WRITTEN DOCUMENTATION IS REQUIRED



SF-6 ELECTRICAL EVALUATION

Does the camp have written evidence that an electrical evaluation is conducted annually by qualified personnel? YES NO

INTERPRETATION: “Qualified personnel” include persons qualified by local statute or regulation, persons with training or experience in basic electrical evaluation, electricians, other appropriately licensed individuals, or camp staff and maintenance personnel with appropriate training.

An evaluation should be conducted in all facilities with electrical service, including the swimming pool, water pumps, living areas for campers and staff, program buildings or program areas, food service and storage areas, maintenance areas, and dining halls. This standard applies to public facilities used for the camp’s base of operation and does not apply to off-site trips.

“Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place. Camps that use public facilities such as parks as their base of operations should secure evidence of the electrical evaluation from appropriate authorities.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on electrical evaluation.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of annual evaluation; director/staff description of procedures and qualifications of the personnel used to conduct the evaluation.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if no electrical service is on the site.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



SF-7 MAINTENANCE PROGRAM

Does the camp have written evidence of a system for regular safety inspections and maintenance procedures for buildings, structures, and grounds?	YES	NO
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Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Written evidence" of a maintenance system could include repair-request forms, facility checklists, job descriptions, and written maintenance schedules and procedures. "Grounds" includes activity areas, trails, parking lots, etc.

On a nonowned site, only the areas in immediate use and for which the camp program has jurisdiction need to be evaluated. "Written evidence" could include maintenance procedures from the site owner or operator, or written policies to use only properly maintained sites.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of maintenance program; director/staff description of maintenance procedures.

WRITTEN DOCUMENTATION IS REQUIRED



SF-8 FACILITIES IN GOOD REPAIR

Do inspections and maintenance procedures result in buildings, structures, and activity areas that are in good repair? YES NO

INTERPRETATION: This standard includes all buildings used in camps, such as cabins, platform tents, dining halls, lodges, shelters, program buildings, shower houses, restrooms, and other camp facilities. Examples of structures to be in good repair include railings, porches, steps, floorboards, screens, and doors. Activity areas include pool and dock areas, hiking and ski trails, paths and walkways, playing fields and courts, playground and other recreation and play areas, ropes courses, and overnight sites.

COMPLIANCE DEMONSTRATION: Visitor observation of camp facilities; director/staff description of maintenance procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-9 PLAYGROUNDS

Does the camp staff check all playground apparatus and related areas to verify that they are in good repair for use by campers? YES NO

INTERPRETATION: This standard applies to playgrounds on camp property and off-site. A “playground” is a play area with constructed apparatus in a defined space on which campers swing, climb, slide, jump, and play in an unstructured way. It does not include gymnastics or initiatives in which the individual or group activity is directed, or an open field or a games court. A playground includes a single swing, tire swing, or other “homemade” equipment and the related area to any such apparatus.

Staff should establish a schedule for checking playgrounds used by campers on a regular basis if used daily, or immediately prior to the experience if only used occasionally by campers. The regular checks by staff of playground equipment, on the camp or off-site, should verify, as examples, that all equipment is moving freely, that the structures are sound, that there are no sharp edges or points, and that loose-fill materials are in place on the surface around the playground. Maintenance procedures for playgrounds are outlined in Standards SF-7 and SF-8. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on playground safety and maintenance.

COMPLIANCE DEMONSTRATION: Visitor observation of condition of on-site playground area and equipment; staff description of procedures to check playgrounds used.

Does not apply if the camp does not have a playground or playground apparatus, or never uses an off-site playground.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-10 CLEAN CAMPSITE

Does the camp have maintenance procedures that result in a campsite with clean and sanitary conditions throughout? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard includes garbage and rubbish disposal areas, kitchen garbage disposal systems and area, toilet and septic areas, program areas, and buildings. Regular cleaning, garbage and trash collection, and regular activity to keep the area free of accumulated dirt, grease, and mildew should be evident. Campers or staff may be involved in such routines as long as supervision and necessary protective equipment are provided.

COMPLIANCE DEMONSTRATION: Visitor observation of camp facilities; director/staff description of maintenance and cleaning procedures.



SF-11 POWER TOOLS

Does the camp require power tools:

- Be equipped with necessary safety devices,
- Be in good repair, and
- Be operated only by persons trained and experienced in their use?

YES NO

Does not apply if power tools are not used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to tools used by participants and staff in program activities, as well as for maintenance. Camps that use volunteer crews for maintenance projects should have procedures to assure proper handling of power tools.

COMPLIANCE DEMONSTRATION: Visitor observation of power tools and their use, where possible; or director/staff description of policy and practices.

SF-12 FIRE EQUIPMENT EVALUATION

Does the camp have written evidence that qualified personnel annually conduct a safety examination of applicable fire equipment in the following areas:

- Smoke detectors, carbon monoxide (CO) detectors, and other detection devices (detailing the location and working condition of each),
- Fire extinguishers (detailing the type, location, and readiness of each),
- Sprinkler systems, fire suppression systems (properly located, in working order), and, fire equipment applicable for use in:
 - Fireplaces, chimneys, and any open fire areas,
 - Storage and use of areas for flammable materials and fuel, and
 - Cooking areas?

YES NO

Does not apply if no fire equipment is needed.

INTERPRETATION: “Qualified personnel” include persons specifically trained and experienced in fire safety and equipment, as qualified by local statute or regulation (e.g., fire inspectors, insurance personnel). This requirement may be met by camp personnel if they possess such qualifications. Different individuals are likely to conduct different aspects of the evaluation.

“Readiness” implies that all fire extinguishers have been inspected and are tagged, dated, and operational. “Written evidence” may include a receipt, a letter or memo, a log, a dated checklist, a notation signed by the staff, or other written evidence that the inspection took place.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on fire equipment evaluation.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of annual evaluations; director/staff description of procedures and individuals used to conduct the evaluation.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

SF-13 SMOKE DETECTORS

Does not apply if 30% or more of the wall area is screened or open or if the camp has no buildings used for sleeping.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Are all buildings used for sleeping constructed or equipped with smoke detection equipment in working order?	YES	NO
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INTERPRETATION: The standard applies ONLY to sleeping quarters located in buildings. "Buildings" for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Depending on the structural design, yurts and RVs may be included in this standard if used for sleeping quarters. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or user groups. Day camps with overnights in buildings will also score this standard.

This standard does not suggest or imply that fire detection and alarm devices are inappropriate for structures not included in this standard. However, these devices are not required universally because of the wide diversity of such shelters. Private residential areas for year-round staff totally independent of camper sleeping areas are not applicable.

COMPLIANCE DEMONSTRATION: Visitor observation and tests of smoke detectors in randomly selected sleeping areas.



SF-14 CARBON MONOXIDE DETECTORS

Are all structures used for sleeping which have fuel-burning equipment within the building equipped with carbon monoxide (CO) detectors in working order? YES NO

INTERPRETATION: The standard applies ONLY to structures that are used for sleeping at any time. The standard applies to all enclosed structures that contain a combustible fuel heat source (which is any kind of fuel that “burns” and does not include electric heat units). Depending on the structural design, yurts, tents, and RVs may be included in this standard if used for sleeping quarters and heated by a combustible heat source. Private residential areas for year-round staff totally independent of camper sleeping areas are not applicable.

A CO detector should be installed on each floor of a building or structure used for sleeping, and within each bedroom if occupants sleep with a closed door. The detector should be installed according to instructions specified with the equipment. The recommendations from the National Fire Protection Association (code 720) and the U.S. Consumer Product Safety Commission regarding the type of detectors to purchase and the most appropriate locations for installation are included in the *ACA Accreditation Standards Resource CD-ROM*.

COMPLIANCE DEMONSTRATION: Visitor observation and tests of CO detectors in randomly selected buildings of all types.



Does not apply if 30% or more of the wall area is screened or open or if the camp does not have structures for sleeping.

Does not apply if no fuel-burning equipment is present.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-15 PERMANENT SLEEPING QUARTERS

Do permanent sleeping quarters provide:

- A means for ventilation and temperature control,
 - At least 30 inches between sides of beds, and
 - Adequate space to provide freedom of movement and allow exit in an emergency?
- YES NO

Does not apply if the site has no permanent sleeping quarters.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Permanent sleeping quarters" refers to buildings, cabins, platform tents, covered wagons, yurts, RVs, etc., that remain in a fixed location and are used as primary residences for campers, staff, or user groups. Temporary shelters, such as tents used for overnight camping and backpacking, would not be subject to this standard.

Ventilation and temperature control may be by natural or mechanical means (e.g., windows, fans, vents, heating or cooling systems), depending on the climate and clientele. For example, air conditioning is not an expectation for summer youth camps, but heating is necessary in northern areas in the winter.

Beds separated on one side by less than 30 inches but having a fixed partition between them that prevents sneezing or coughing on others is acceptable for this standard. "Adequate space" means occupants can move to and from beds without major obstacles and can exit without moving luggage or furniture. State regulations range from 30-to-50 square feet of floor space required per person.

When persons with restricted mobility are served, the arrangement in sleeping quarters should consider the functional space required for wheelchairs and other devices. The standard established by the Americans with Disabilities Act Accessibility Guidelines (ADAAG) is a minimum of 36 inches between beds and for paths of travel within the room, and clear floor space at least 4 feet by 4 feet (4' X 4') to allow wheelchairs to turn. The norm established by the American National Standards Institute (ANSI) is 50 square feet per person using a walker and 60 square feet per person using a wheelchair. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for product safety websites.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping quarters throughout site.

SF-16 BUNK GUARDRAILS

Does the camp require that upper bunks used by children be equipped with guardrails? YES NO

INTERPRETATION: Upper bunk beds shall have a guardrail on each side of the bed if not secured against the wall. When a bed is secured against a wall that spans the length of the bed with no gap between the wall and bed frame and the bed cannot be removed from the wall without the use of tools, an equivalent level of safety is provided by installation of a guardrail only on the nonwall side of the bed. Guardrails shall be attached so that they cannot be removed without either intentionally releasing a fastening device or applying forces sequentially in different directions. It should be noted that deep-box bunk beds with box edges at least 5 inches above the top of the mattress meet the expectation of this standard.

To prevent entrapment or choking, the Consumer Product Safety Commission (CPSC) recommends that the bottom of the rail be no more than 3.5 inches from the top of the bed frame, and that the top of the rail be at least 5 inches above the top of the mattress.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information regarding recommendations from the CPSC.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected sleeping areas using bunk beds.

Does not apply if no bunk beds are used or if bunks are used only by persons 16 and older.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



SF-17 HAND-WASHING FACILITIES

Are hand-washing facilities adjacent to toilets and readily available in areas where food is prepared and consumed? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: A “hand-washing facility” is a supply of soap and fresh water *OR* the availability of waterless, hand-sanitizing products. “Where food is prepared and consumed” includes areas used for regular meals (e.g., dining hall, self-cooking cabin, cookout area, etc.), as well as locations for occasional and informal consumption of food, such as picnics, snacks, barbeques, etc. The recommended ratios of hand-washing facilities to toilets are noted in the Foundational Practices.

COMPLIANCE DEMONSTRATION: Visitor observation of hand-washing facilities in relation to randomly selected toilet facilities, hand-washing areas, and eating location; director/staff explanation of procedures for locations without access to water.

SF-18 HOT-WATER CONTROLS

To prevent scalding, does the camp regulate the hot-water temperature by means other than individual adjustment at the taps of bathing, showering, and hand-washing facilities? YES NO

Does not apply if no hot water is available.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Hot-water temperatures may be regulated by thermostatically controlled temperature-regulating valves (considered to be the safest method) or properly adjusted mixing valves (provided the cold-water source is not subject to variations in pressure).

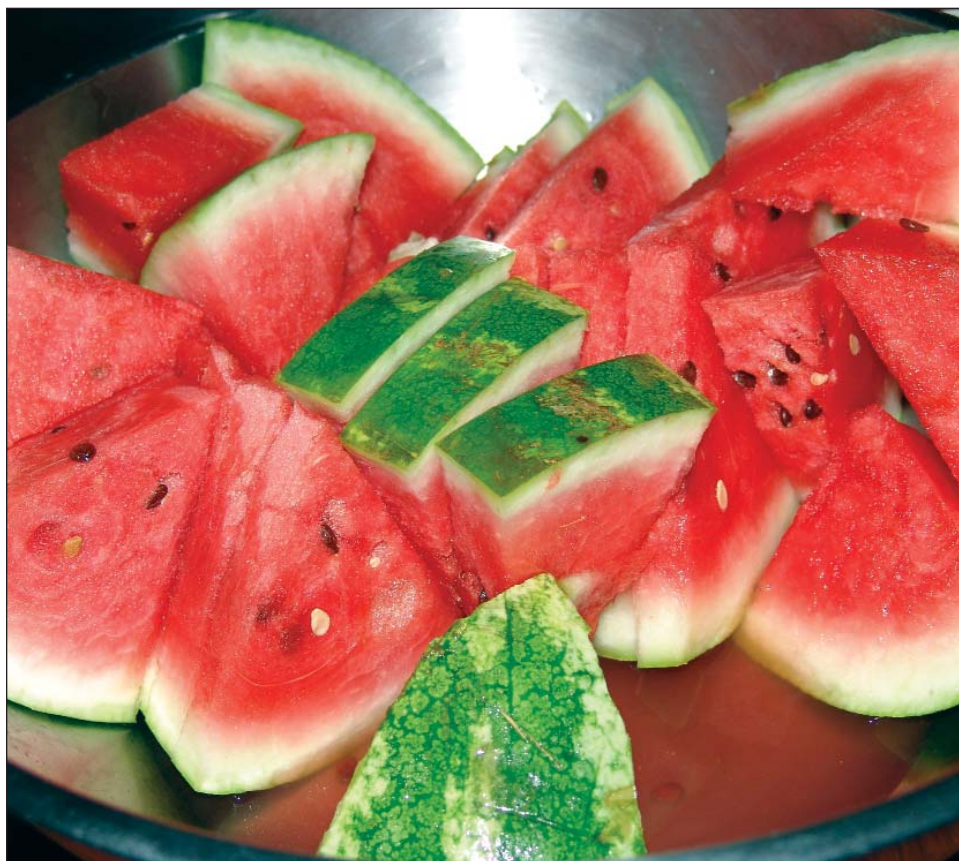
A safe maximum water temperature at the tap is frequently established at 110°F. Camps may wish to consult with local health officials concerning appropriate maximum temperatures to avoid scalding and appropriate regulating methods. Temperature adjustment at the water heater itself may not be recommended since the water heater needs to be kept at higher temperatures to prevent possible bacteria growth or to provide hot water for dishwashers, etc.

COMPLIANCE DEMONSTRATION: Director description of techniques in use; visitor hand testing water at randomly selected taps.

FOOD SERVICE

The Food Service standards are intended to be applied to the camp's regular food-service system in day camps, resident camps, short-term resident programs, and user groups for whom the camp provides meals, whether centralized in a dining hall(s) or decentralized in living units. If someone other than the camp prepares the meals, the Food Service standards would be scored if the camp is responsible for storage, serving, and cleanup of food, or if the camp is the sole user of the on-site services (as opposed to being one of many groups served as in a restaurant or dorm). However, even when the food service standards are not scored, camps should consider the requirements of the Food Service standards in contracting with appropriately licensed services and verifying their practices.

Day camps in which campers and staff normally bring their own lunches and that have only occasional cookouts or serve only drinks or snacks are required to score only Standards SF-19 through SF-21. When user groups use camp facilities to prepare their own meals, Standards SF-19 through SF-21, and SF-27 and SF-28 are required to be scored.



SF-19 FOOD-SERVICE AREAS

Are food-preparation and storage areas free from accumulated dirt and grease and protected from rodents and insects? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Food-preparation and storage areas should be kept clean for health purposes. To protect from rodents and insects, screens or doors should be used. Stored food should be kept off the floor or in properly sealed containers.

COMPLIANCE DEMONSTRATION: Staff explanation of procedures; visitor observation of food-preparation and storage areas.



SF-20 REFRIGERATION

Does the camp ensure proper storage of potentially hazardous foods at 40°F or below by:

- Providing thermometers for all mechanical refrigeration units, and
- Monitoring temperatures for each mechanical refrigeration unit:
 - ✓ In camp-staffed facilities, by maintaining a written record of temperatures noted and initialed daily when the facility is in use, or
 - ✓ In facilities used by user groups, by instructing group to check temperatures, and
- Notifying appropriate personnel if the temperature exceeds 40°F ?

YES NO

INTERPRETATION: "Potentially hazardous foods" are those foods or ingredients, natural or synthetic, in a form capable of supporting growth of infectious or toxic microorganisms (e.g., milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea). Such foods should be maintained at temperatures below 40°F or above 140°F. User groups and camp staff should know to whom and how to report temperature problems in refrigerators so that prompt corrective action and alternate storage can be arranged.

This standard applies to all mechanical refrigeration units holding food for staff, campers, or user groups, including the camp kitchen, health center, staff house, unit shelters, or lodges. This standard does not apply to year-round staff residences, or to freezers, ice chests, or coolers.

Even though nonmechanical devices, such as coolers, are not scored in this standard, camps that use ice chests or coolers for cookouts or temporary food storage should consider ways to monitor them for safe temperatures. The camp may also establish procedures that ask families not to send perishable foods in day-camp lunches. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample temperature charts.

COMPLIANCE DEMONSTRATION: Visitor observation of thermometers in refrigeration units, and acceptable temperatures and charts; staff explanation of monitoring procedures and system for reporting and correction.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp does not operate refrigeration units.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-21 GARBAGE CANS

Are garbage and rubbish containers in kitchen and dining areas leak-proof and securely covered or tied when not in use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The main focus of this standard is the temporary storage of food waste in food-service areas prior to its removal to permanent storage areas (e.g., dumpsters, disposal areas away from center, etc.). If garbage and rubbish containers are not leakproof, they must have a nonabsorbent interior.

If user groups are involved in meal preparation and clean-up processes, they should be provided appropriate garbage containers and instructions to keep garbage covered, except during the preparation or clean-up process.

The intent of this standard is to control/prevent the spread of disease by reducing the number of flies or other insects on or around exposed garbage. In instances where camper groups are eating meals in public parks, groups should be responsible for covered/tied garbage in their immediate area, even though they may not have control over park refuse containers.

COMPLIANCE DEMONSTRATION: Visitor observation of garbage storage procedures in food preparation and clean-up areas; director description of instructions to user groups.



MEALS IN CAMP

If meals are *NOT* prepared or served in camp by the camp or by user groups or prepared off-site and/or served only on special occasions by a commercial kitchen for the camp or user group, Standards SF-22 through SF-28 *DO NOT APPLY*. When user groups utilize camp facilities to prepare their own meals, only Standards SF-27 and SF-28 are scored.



SF-22 FOOD-SERVICE SUPERVISOR

Does the camp have written evidence that the food-service supervisor has training or experience in food-service management? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is to assure that the food-service staff and operation are supervised by person(s) with training or experience in areas such as sanitation, food preparation and protection, hygiene, personnel supervision, and recordkeeping. The camp administrator should have assurances that a contracted food-service company has appropriate licenses and credentials.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation.

WRITTEN DOCUMENTATION IS REQUIRED

SF-23 SANITIZED UTENSILS AND SURFACES

Are procedures in practice requiring food-service staff to:

- Use only clean and sanitized utensils and equipment during food preparation, and
- Clean and sanitize food-contact surfaces after each use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Sanitized utensils" must be cleaned and sanitized according to the guidelines in Standard SF-25. "Food-contact surfaces" refers to anything, including counters, cutting boards, and knives, that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use. Local health authorities can give guidance on the strength and use for sanitizing agents.

COMPLIANCE DEMONSTRATION: Visitor observation of food-preparation process; director/staff explanation of process.

SF-24 FOOD TEMPERATURES

Are food-service staff required to minimize the time that potentially hazardous foods remain in the food temperature danger zone of 40°F to 140°F ?

YES NO

INTERPRETATION: The intent is to help ensure that foods are cooked and held at appropriate temperatures. Food-service staff should take appropriate safety precautions when holding, cooling, thawing, serving, etc., food. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food-service operation.

COMPLIANCE DEMONSTRATION: Visitor observation of food preparation and holding process; staff explanation of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

SF-25 DISHWASHING

Does the camp require that dishes and food-service utensils be washed and sanitized after each use according to the following procedures:

- For mechanical dishwashers:
 - ✓ Wash water is at least 100°F, and
 - ✓ Rinse water is at least 180°F verified by daily written documentation while in use, or an approved chemical sanitizer is used as directed;
- For dishes and food-service utensils washed by hand:
 - ✓ Wash and initial rinse temperatures are at least 100°F, and
 - ✓ A second-rinse process is used with an approved chemical sanitizer?

YES NO

INTERPRETATION: "Food-service utensils" include dishes, silverware, and all other utensils used in the preparation or serving of food. Pots and pans used in cooking and baking that require high temperatures in the cooking process are exempt from the second-rinse requirement. The *ACA Accreditation Standards Resource CD-ROM* includes a sample chart for daily monitoring of dishwasher-rinse temperatures. Job descriptions or procedures should specify who has responsibility for monitoring temperatures.

COMPLIANCE DEMONSTRATION: Visitor observation of dishwashing and sanitizing process and charts; staff description of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED

SF-26 DISH DRYING AND STORAGE

Does the camp require that all dishes and food-service utensils:

- Be air dried, and
- Be protected from dust and contamination between use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Food-service utensils" include dishes, pots and pans, silverware, and all other utensils used in the preparation or serving of food. Local health authorities can give guidance on proper storage practices.

COMPLIANCE DEMONSTRATION: Visitor observation of dish and utensil drying process; staff description of procedures.



SF-27 FOOD-HANDLING PROCEDURES

Does the camp advise user-group leaders in writing of procedures for use of kitchen facilities that include:

- Using only clean and sanitized utensils and equipment during food preparation,
- Cleaning and sanitizing food-contact surfaces after each use, and
- Minimizing the time that potentially hazardous foods remain in the temperature danger zone of 40°F to 140°F?

YES NO

INTERPRETATION: When user groups prepare and serve their own meals, instructions to help prevent contamination of foods should be posted or provided as part of information concerning use of the camp. "Sanitized utensils" must be cleaned and sanitized according to the guidelines in Standard SF-25. "Food-contact surfaces" means anything including counters, cutting boards, and knives that contacts raw food during preparation. Such surfaces should be sanitized with a bleach solution or other commercial sanitizer between times of use.

The intent of this standard is to help ensure that foods are cooked and held at appropriate temperatures. Persons involved in food preparation should take appropriate safety precautions when holding, cooling, thawing, serving, etc., food. Most states establish 140°F as the minimum temperature for holding hot foods, whether in steam tables or on the stove. Camps should have the means and procedures to monitor temperatures periodically in the main food-service operation.

COMPLIANCE DEMONSTRATION: Visitor observation of posted or written procedures; observation of food-preparation process when possible.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the user group never utilizes camp kitchen facilities for meal preparation.

Applies to:

- **User-group programs**

SF-28 DISHWASHING PROCEDURES

Are user groups advised in writing of appropriate procedures for washing, sanitizing, and drying of dishes and food-service utensils?

YES NO

Does not apply if the user group never utilizes camp kitchen facilities for meal preparation.

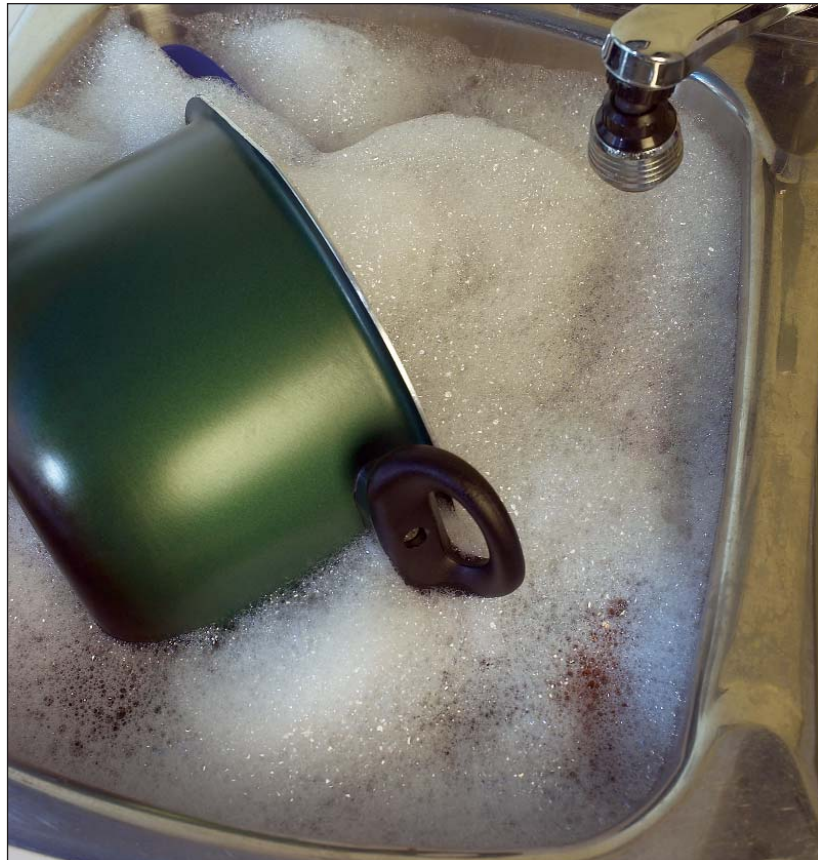
Applies to:

- User-group programs

INTERPRETATION: "Appropriate" dishwashing procedures are those that meet the requirements of Standards SF-25 and SF-26. These procedures may be posted or provided in information or orientation materials for user groups.

COMPLIANCE DEMONSTRATION: Visitor observation of posted or written procedures; observation of the dishwashing process when possible.

WRITTEN DOCUMENTATION IS REQUIRED



TRANSPORTATION



Section TR

STANDARDS FOR CAMP ACCREDITATION

Transportation safety is an important component of the camp's overall risk-management plan. The transportation standards help administrators consider the critical aspects of traffic control, vehicular safety, driver qualifications and training, and camper education concerning vehicle safety.

APPLICABILITY

All camps must score Standards TR-1 through TR-4, regardless of whether or not the camp provides transportation. Any time a camp provides transportation, even if only once or twice, the transportation standards apply.

Camps that meet any of the following criteria must score Standards TR-5 through TR-18:

- Provide or arrange for transportation,
- Transport campers, staff, or user group-members, or
- Use camp-owned, private, leased, or commercial vehicles

On the other hand, Standards TR-5 through TR-18 are not scored when user groups provide their own transportation.

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the transportation requirements for some programs or operational modes and not for others.



TR-1 MEDICAL EMERGENCY TRANSPORTATION MANDATORY (ALL)

Does the camp have a system in practice that assures emergency transportation is available at all times by:

- The camp or user groups, or
 - Community emergency services with whom prior arrangements have been made in writing?
- YES NO

Does not apply to camps with no base site and to non-medical religious camps.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Available" by the camp means that specifically designated vehicle(s) are in operational order with enough fuel to reach primary emergency locations and are not being used for other jobs. "Arrangements ... in writing" may include notification letters to local providers of emergency transportation services, including those contacted through the 911 system. Notification should identify the primary usage dates and precise location of the camp or program.

If user groups are responsible for their own emergency transportation, this expectation should be identified in a contract or use agreement, or clearly specified in written procedures provided to groups. For additional safety, emergency numbers and directions to the camp should be posted or provided.

COMPLIANCE DEMONSTRATION: Director/staff description of system and options; visitor observation of designated vehicle(s) available; written notification to or verification from community emergency services; written procedures for user groups.

WRITTEN DOCUMENTATION IS REQUIRED



TR-2 TRAFFIC CONTROL

Does the camp control vehicular traffic on-site by clearly posting designated speed limits or restrictions, traffic areas, parking, delivery areas, and pick-up areas? YES NO

INTERPRETATION: The intent of this standard is to protect pedestrians from vehicular traffic. Attention should be given to concerns such as delivery trucks, camp vans or buses, staff vehicles, camp maintenance vehicles, user-group and visitors' vehicles, vehicles used in camp programs, vehicles used to deliver camper or staff luggage to sleeping areas, speed limits, parking areas, traffic restriction areas, and controlling pedestrian traffic. Camps using public parks or property with public roadways can develop plans for controlling the camp's vehicular traffic in the area they are using.

COMPLIANCE DEMONSTRATION: Visitor observation of vehicular traffic and posted signs on the campsite; director/staff description of traffic control procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp has no base site or if no vehicles are on the campsite.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-3 ARRIVAL AND DEPARTURE

Does the camp have procedures for the orderly arrival and departure of vehicles and for the unloading and loading of vehicles? YES NO

INTERPRETATION: The intent of this standard is to provide an orderly system for the arrival and departure of groups by bus or van and of individuals by personal vehicles. In this situation, some procedures may be as simple as designating parking areas and prohibiting traffic in most areas of the campsite. Other camps that allow motorized traffic beyond the welcome area may need more elaborate plans.

Procedures should also include guidelines for the supervision of campers during their arrival and departure. Camps using public parks or property with public roadways may also need plans for controlling camp pedestrian patterns during heavy traffic periods, such as arrival and departure at day camps. Camps should also evaluate procedures for loading and unloading vehicles, especially buses, for trips off the campsite.

COMPLIANCE DEMONSTRATION: Visitor observation of arrival or departure and loading and/or unloading of vehicle procedures where possible.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-4 NONPASSENGER VEHICLES

Does the camp prohibit the transportation of persons in nonpassenger vehicles?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is to prohibit the transportation of individuals in the back of pickup trucks or wagons where seats are not attached to the vehicles. User groups should be informed of this policy. The exception is for hayrides, when wagons or trucks are driven at slow speeds (5-10 mph) off public roads, and where protective devices are provided to keep people from falling out or off of the vehicle.

COMPLIANCE DEMONSTRATION: Director/staff description of policy in place.



CAMPS PROVIDING TRANSPORTATION

Standards TR-5 through TR-18 APPLY to any and all transportation of campers, staff, or user-group members provided by, planned for, or arranged by the camp, whether in owned, leased, private, or commercial *LAND* vehicles. This requirement includes, as examples:

- Camp-arranged transportation to and from camp
- Transportation to activity sites such as pools, stables, or lakes
- Transportation for day trips or field trips
- Transportation to trip sites and within the trip/travel program itself
- Group transportation in any kind of passenger vehicle – bus, van, SUV, car

These standards *DO NOT APPLY* to the use of regularly scheduled public transportation (e.g., trains, limos, buses, taxis, trams, etc.) or to watercraft transportation, such as ferries – whose operation is subject to local or other regulation. In addition, these standards *DO NOT APPLY* to user groups that provide their own transportation.

These standards are *NOT SCORED* for camp-maintenance vehicles (e.g., tractors, trucks, golf carts, etc.), unless they are used to transport persons other than maintenance, housekeeping staff, health supervisor, or administrative staff. These standards are *NOT SCORED* for the occasional unscheduled transport of individual campers or staff in an emergency or medical situation. However, camps are advised to consider the requirements of the transportation standards when establishing guidelines for any vehicle use within the camp operation.

Standards TR-5 through TR-18 *DO NOT APPLY* if the camp provides no transportation.



TR-5 TRANSPORTATION INFORMATION FOR PARENTS

Are parents or guardians of campers who are transported to/from camp provided written information that includes:

- Pick-up and drop-off times,
- A system to communicate changes or emergencies that would affect the campers' pick-up or drop-off time or location,
- Pick-up and drop-off safety procedures, and
- Safety rules for van or bus travel if provided by the camp?

YES NO

Does not apply if the camp never provides transportation for campers between camp and home or pick-up/drop-off points.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Safety procedures include safety regulations at the pick-up and drop-off points, as well as camp policies concerning the responsibility of the care of children before pick-up and after drop-off. Pick-up and drop-off points may be individual homes, central locations, bus depots, airports, etc.

Examples of required notification include cancellation of a day-camp session due to unsuitable weather, a transportation delay of more than 20-30 minutes, the illness of a child, or an accident that requires professional medical attention. A camp's procedures may include immediate contact with parents in some cases, or a means for parents and guardians to get additional information, such as a number to call if a bus is late.

COMPLIANCE DEMONSTRATION: Visitor observation of written information to parents.

WRITTEN DOCUMENTATION IS REQUIRED



TR-6 TRANSPORTATION POLICIES

Does the camp have written transportation policies that specify:

- Supervision ratios of staff-to-campers that consider the age, mental ability, and physical condition of all passengers, and
- The availability and location of health information and permission-to-treat forms for campers for whom the camp is directly responsible?

YES NO

INTERPRETATION: The camp should analyze situations that may require additional staff supervision when determining transportation supervision ratios. For example, a camp may want to avoid instances when a child would be left alone in a vehicle with only one staff member.

The intent of the second part of Standard TR-6 is for camps to determine when health histories, health exam forms, or permission-to-treat forms should be with the group. The standard does not require that the health information always be carried. For nonmedical religious campers, this health information refers to health histories and appropriate waiver forms.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for examples of waiver forms.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies; director/staff description of the implementation of the camp's transportation policies.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED



TR-7 ACCIDENT PROCEDURES

Does the camp's policy require that each vehicle transporting campers carry a camp staff member who has been trained to follow written accident procedures for:

- Providing or securing care for the injured,
 - Supervising the uninjured,
 - Specifying whom to notify in an emergency, and
 - Identifying witnesses and obtaining appropriate accident or emergency information?
- YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The staff member mandated by the standards may be the driver. Camps may also want to specify that the staff member be an adult, as defined by governing authorities. While the standard applies only to vehicles carrying campers, camps should consider these concepts when developing policies and procedures for staff use of vehicles.

COMPLIANCE DEMONSTRATION: Visitor observation of written accident procedures; director/staff description of policy's implementation.

WRITTEN DOCUMENTATION IS REQUIRED

TR-8 BUS/VAN SUPERVISOR

Does not apply if vehicles larger than 15-passenger vans are not used.

Does the camp require that any vehicle transporting 15 or more campers carry, in addition to the driver, a camp staff member who has been trained in safety responsibilities and group management?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to transportation that occurs in vehicles larger than 15-passenger vans. Examples of safety responsibilities in this regard include the management of behavior, accounting for all passengers, use of seat belts, etc.

COMPLIANCE DEMONSTRATION: Director/staff description of the accident policy and procedures in use.

TR-9 SAFETY PROCEDURES

Does the camp implement written safety procedures for transporting persons that include:

- Vehicles are loaded only within the passenger seating limits established by the manufacturer,
- All persons wear seat belts when provided,
- All passengers remain seated while the vehicle is moving,

And, when applicable,

- All vehicles follow convoy travel procedures, and
- Persons in wheelchairs are seatbelted into wheelchairs that are in locked positions and secured to vehicles?

YES NO

INTERPRETATION: The intent of the second part of Standard TR-9 is not to mandate seat belts in vehicles such as school buses where seat belts are not required by law. If children weighing under 40 pounds are transported, appropriate child seats must be used. Procedures should also specify when persons under a certain size should be restricted to rear seats in vehicles when air bag safety is a concern. The requirement to remain seated may be modified, as appropriate, when campers are traveling in motor coaches with toilets on board.

Convoy travel refers to more than one vehicle traveling with the intent of staying together on the road and at stops. Vehicles traveling independently to the same destination are not necessarily in convoy.

When persons in wheelchairs are transferred to vehicle seats, they should wear the provided seat belts. The wheelchair should then be safely stowed.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of the implementation of the camp's transportation safety procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-10 TRANSPORTATION ORIENTATION

Does the camp require that all passengers be provided with an orientation to safety regulations and procedures concerning vehicles in use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Training provided to campers should occur on their first day of being transported and should include evacuation procedures, where possible and allowed, if buses are used for transportation. Training topics should include wearing seatbelts (if provided), remaining seated while the vehicle is in motion, not blocking exit doors with equipment, not distracting the driver, etc.

COMPLIANCE DEMONSTRATION: Director or driver description of training provided.

TR-11 EMERGENCY EQUIPMENT

Does the camp require that all motor vehicles used by the camp for transportation be equipped with first-aid kits and emergency accessories? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Emergency accessories" include at least reflectors and fire extinguishers, and may also include other supplies, such as shovels or blankets, that may be necessitated by weather conditions.

"Equipped" means these articles are in the vehicle when transporting campers or staff. The camp may keep this equipment in a central location for use at the appropriate time.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected vehicles and equipment or director/staff description of procedures for equipping vehicles.

TR-12 PRIVATE VEHICLE USE

Does the camp have written permission from the owners of private vehicles to use their vehicle(s) for transportation? YES NO

INTERPRETATION: This standard applies to all private vehicles that are used for transportation (e.g., trips, excursions, camp business errands, visits to the doctor or hospital, and transport to and from camp).

The purpose of this standard is to assure that the owner specifically grants permission for the vehicle to be used to transport people. This standard applies to vehicles owned by parents or brought to camp by staff. Permission is assumed (i.e., written authorization not required) if the owner is driving her or his own vehicle. Owners who grant permission are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

COMPLIANCE DEMONSTRATION: Visitor observation of written authorizations.

WRITTEN DOCUMENTATION IS REQUIRED



Does not apply if private vehicles are not used by the camp for transportation.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-13 ~~LEASED, RENTED, OR CHARTERED VEHICLES WITH DRIVERS~~

Does the camp have written evidence that the provider(s) of transportation vehicles:

- Implement a system of regular maintenance and safety checks on vehicles, and
 - Verify the acceptable driving record and experience of any drivers provided by the vendor?
- YES NO

Does not apply if no vehicles are leased, rented, or chartered by the camp for transportation.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The standard applies to vehicles leased, rented, or chartered for any period of time.

Written evidence may include appropriate policies from the leasing company, a record of regular maintenance procedures, and a signed statement indicating the requirements that must be met by all drivers hired by the company. These statements may be found in the leasing contract, in promotional materials for the company, or in a checklist for bids. Other written assurances from the company may include a letter or signature on a statement prepared by the camp.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence for all leased vehicles.

WRITTEN DOCUMENTATION IS REQUIRED



CAMPS PROVIDING DRIVERS

The following standards are scored for all transportation when the camp provides drivers, whether the vehicles used are owned, leased, rented, or borrowed. These standards are scored only for transportation provided by the camp, *NOT* for user groups providing their own transportation.

Camps must meet Standards TR-14 through TR-18 for all drivers and vehicles that can reasonably be anticipated for use. On the other hand, Standards TR-14 through TR-18 *DO NOT APPLY IF ALL* transportation provided by the camp is in *CHARTERED* vehicles hired *WITH DRIVERS*, including emergency transportation.



TR-14 MECHANICAL EVALUATIONS

Does the camp have written evidence that all motor vehicles used by the camp to transport passengers have been evaluated for mechanical soundness by qualified personnel:

- At least quarterly for year-round camps, or
- Within the month prior to seasonal use?

YES NO

Does not apply to private vehicles.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to all vehicles driven by camp drivers that are used by the camp to transport campers, camp staff, or user-group participants. "Qualified personnel" include mechanics or other persons with training or experience in vehicle maintenance. The evaluation may be done by qualified personnel from the leasing company. "Evaluate mechanical soundness" means checking and making any repair necessary to assure the readiness of the vehicles to transport passengers. Depending on their scope and intent, state vehicle inspections may not be sufficient to meet the requirements of the standard.

Owners who grant permission for use of their vehicles are not required to show maintenance records on private vehicles. However, camps may want to advise vehicle owners that their permission implies their responsibility to have an adequately maintained vehicle.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation (e.g., entries in a vehicle log book, maintenance receipts); director/staff description of procedures and qualified personnel.

WRITTEN DOCUMENTATION IS REQUIRED



TR-15 SAFETY CHECKS

Does the camp implement a written policy related to safety checks on vehicles used to transport persons that includes:

TR-15A: Checking the tires for proper inflation and wear each day that the vehicle is used? YES NO

TR-15B: Establishing a frequency and process for checking all of the following items:

Lights,
Windshield and wiper condition,
Emergency flashers,
Horn,
Brakes,
Mirror, and
Fluid Levels?

YES NO

INTERPRETATION: When checking tires for proper inflation, staff should be especially careful to determine the proper tire inflation by the tire type and size, or one that is established by the manufacturer's guidelines for the vehicle.

Directors should check local codes for frequency of safety checks required for the items in Standard TR-15B. Some states require safety checks prior to each use for certain types of vehicles. Written documentation of the check is required by some states or local jurisdictions.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a sample safety checklist.

COMPLIANCE DEMONSTRATION: Visitor observation of written policy; director/staff description of the policy's implementation.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

TR-16 DRIVER REQUIREMENTS

Does the camp have written evidence of procedures in practice to verify that all drivers used for transportation meet minimum requirements, including:

- Driving records that have been reviewed within the last four months for seasonally hired drivers or within the last twelve months for year-round drivers to determine driver suitability, and
- Drivers have the appropriate license for the vehicles to be driven?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Some states and insurance policies specify age requirements for drivers who transport children. Other factors to consider in selecting drivers include driving experience, experience on driving on the right side of the road, and experience with the type of vehicle to be driven.

Driving records “reviewed” means that the state police records for each driver have been checked by the either camp or the camp’s insurance agent. Such a review would include evaluation of past driving records for revocation or suspension of license, moving violations, accidents, or charges for DWI or DUI. The camp should have procedures for conducting reviews and evaluating the results of such reviews prior to driver assignments.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a checklist of driver requirements.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures used; visitor observation of written procedures and/or written evidence of record and license checks.

WRITTEN DOCUMENTATION IS REQUIRED



TR-17 TRAINING FOR DRIVERS

Does the camp provide training for camp drivers on written procedures that include instructions for:

- Backing up,
- Loading and unloading passengers at pick-up and drop-off points,
- Dealing with vehicular breakdowns or passenger illness,
- If buses are used, evacuation procedures,
- Handling camper behavior,
- Location of campers during refueling, and
- Checking the vehicle prior to the transportation of persons?

YES NO

INTERPRETATION: The intent of this standard is to go beyond the training required for a commercial driver's license by focusing on the camp's procedures for the items listed. Directors should note that insurance statistics suggest the highest proportion of camp vehicular accidents occur while the driver is backing up. Training may be behind-the-wheel or through a review of written procedures. Requirements for safety checks and frequency are indicated in Standard TR-15. Standard TR-18 defines when behind-the-wheel training is required.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a checklist for driver training.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of training provided.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

TR-18 DRIVER SKILL VERIFICATION

Does the camp have written evidence that behind-the-wheel training and practice for camp drivers has been provided if the vehicles differ in size or capacity from the drivers' regularly driven vehicles? YES NO

Does not apply if drivers do not drive vehicles for the camp that differ from their regularly driven vehicles.

Applies to:

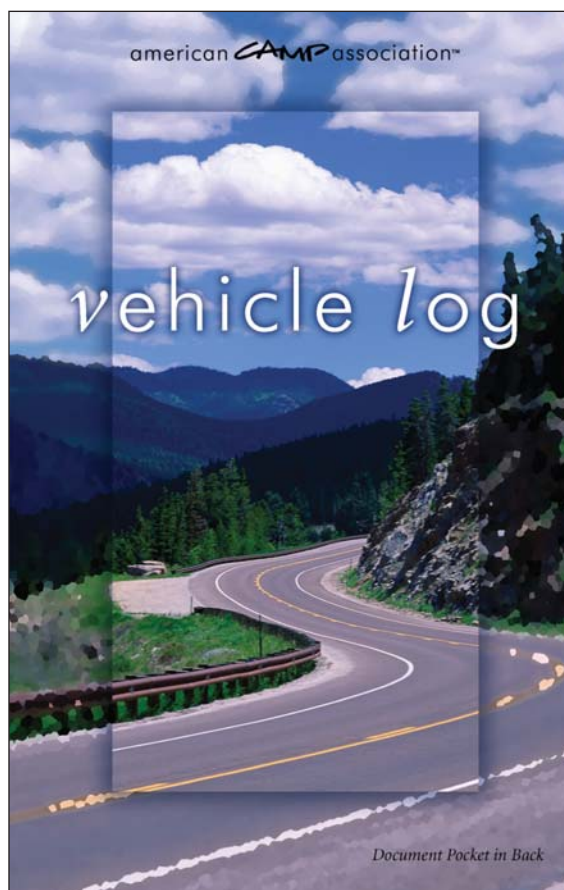
- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Camp administrators need to verify that drivers have the skill to appropriately handle the vehicles to be driven. Adjusting to handling differences, stopping distances, and use of mirrors will only come with behind-the-wheel experience. Actual driving experiences should be provided prior to transporting campers.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for driver skill verification list.

COMPLIANCE DEMONSTRATION: Visitor observation of written training records.

WRITTEN DOCUMENTATION IS REQUIRED



HEALTH AND WELLNESS



Section HW

STANDARDS FOR CAMP ACCREDITATION

Camps vary in their health-care needs, based on clientele, type and length of program, number of trained health-care providers on the camp staff, and distance from professional medical facilities. All camps need a well-thought-out health-care plan to provide for the needs of campers, staff, and user groups. Potential health risks to the clientele need to be identified and evaluated, and plans for prevention and care need to be specified.

The American Camp Association standards define minimums in terms of staff, facilities, and procedures for health care. They also allow for flexibility in determining the specifics of health-care planning.

APPLICABILITY

Depending on the type of programs and services the camp offers throughout the year, camps may need to address the requirements of standards for several types of camp operational modes in the Health and Wellness section. When a camp seeking accreditation provides day camp, resident camp, short-term resident camp, trip/travel camp, or leases to user groups at any time during the year, the applicable Health and Wellness standards must be scored.

The majority of the Health and Wellness standards are applicable only to day, resident, and trip/travel programs. The health needs of short-term residential programs, family camp programs, and rentals to user groups are addressed in Standards HW-23 through HW-25.

All camps that offer day camp, resident camp, or trip/travel sessions must score Standards HW-1 through HW-22. Several designated standards are not scored for nonmedical religious campers or camps. On the other hand, if the camp *NEVER* provides day, resident, or trip/travel camp sessions, Standards HW-1 through HW-22 do not apply.



HW-1 FIRST AID AND EMERGENCY CARE PERSONNEL **MANDATORY (ALL)**

When campers are present in camp or on camp trips, does the camp require trained adults with the following minimum qualifications to be on duty at all times:

HW-1A: When access to the emergency medical system (EMS) is 20 minutes or less, certification by a nationally recognized provider of training in first aid and CPR? YES NO

HW-1B: When access to EMS is 20-60 minutes, certification by a nationally recognized provider of training in second-level first aid and CPR? YES NO

HW-1C: When access to emergency rescue systems or EMS is more than one hour, certification from a nationally recognized provider of training in wilderness first aid and CPR? YES NO

HW-1D: For nonmedical religious camps, an individual meeting qualifications specified in writing by the religious sponsor? YES NO

Does not apply for each sub-section of HW-1 if the camp types or locations specified are never applicable.

Applies to:

- **Day camps**
- **Resident camps**

INTERPRETATION: "On duty at all times" means that the appropriately certified or licensed person is available in camp or on the trip, and staff or campers know how to contact them. Generally, camps need more than one person qualified under the minimums of this standard so coverage exists at all times, regardless if a person has days off, time off, or duties away from the central part of camp.

"Access to the emergency medical system (EMS)" refers to how long it would take before a person could receive a higher level of medical assistance. For example, camps in urban areas or field trips in urban areas are usually able to have an ambulance on-site or get someone to a hospital or clinic within minutes. However, camps in remote areas or trips taken to wilderness areas will require much more time to access or have emergency services reach them.

Whether the trip or overnight is on or off camp property, camps must consider the average anticipated time it would take for a victim to receive EMS treatment. All day camps and resident camps (including trip/travel programs) must meet the applicable certification levels for all of their programs. When a camp offers trips (both short and long) off-site, higher levels of certification may be required, depending on the trips and anticipated access to emergency services. Camps should consider personnel requirements on all out-of-camp trips in relation to the distance requirements of this standard.

In Standards HW-1A, HW-1B, and HW-1C, the standard specifies a minimum requirement of first-aid certification. Persons with a higher level of training, such as a licensed physician, registered nurse, emergency-medical technician, paramedic, or an advanced level of wilderness emergency care may also be used. Camps should evaluate their location, clientele, and activities, and provide person(s) with a higher level of training to provide emergency first-aid coverage, if appropriate. CPR certification must be appropriate for the age of the campers served.

In Standard HW-1B, "second-level" courses would include a minimum of 12 hours of first-aid training and would cover topics necessary to provide emergency care in a camp where access to the next level of care is available within one hour or less.

In Standard HW-1C, "wilderness first-aid" courses generally provide at least 16-20 hours of training. Camps may determine that a higher level of wilderness first-aid training is more appropriate for their trips or remote locations.

In nonmedical religious camps, a person must be on duty who is designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

The ACA website, www.acacamps.org, should be consulted for certifying bodies.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards and licenses; director/staff explanation of coverage.

WRITTEN DOCUMENTATION IS REQUIRED



HW-2 HEALTH HISTORY

**MANDATORY
(ALL)**

Does the camp receive from each camper and seasonal staff person a current, signed health history, requesting all of the following information in relation to the activities in which the camper/staff may participate in camp:

- Description of any camp activities from which the camper/staff should be exempted for health reasons,
 - Record of past medical treatment, if any,
 - Record of allergies, dietary restrictions,
 - Record of immunizations including date of last tetanus shot,
 - Record of current medications, prescribed and over-the-counter, and
 - Description of any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at camp?
- YES NO

**Does not apply to
year-round staff.**

Applies to:

- **Day camps**
- **Resident camps**

INTERPRETATION: A "health history" is a current record of an individual's past and present health status that is completed and signed by an individual adult or the parent or guardian of a minor. "Current" means prepared for the camp season. The required signature serves as evidence that the individual adult or the parent/guardian has supplied complete and accurate health information related to the camper or staff participation in specific activities, as outlined in Standard PD-11.

NOTE: If camps have staff or minors who do not have immunizations or other medical records for religious or other reasons, a "record" can be a signed refusal or a signed waiver form.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on waivers and health-history information.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected health-history records.

WRITTEN DOCUMENTATION IS REQUIRED

HW-3 HEALTH-CARE POLICIES/PROCEDURES

Are written health-care policies and procedures for each type of camp operation reviewed annually and do they include, at least:

HW-3A: Overall policies specifying:

- Scope and limits of camp health-care services provided, including qualifications and locations of personnel,
- Authority and responsibilities of the camp health-care administrator and provider,
- Authority and responsibilities of other camp staff to provide health and emergency care, and
- Additional external medical and mental-health resources available?

YES NO

HW-3B: Procedures and practices, as appropriate, for:

- On-site and off-site health care,
- Provision of equipment and supplies for health care,
- Obtaining emergency health-care assistance,
- Health screening,
- Medication management,
- Monitoring sanitation in camp, and
- Seasonal and long-term recordkeeping?

YES NO

INTERPRETATION: “Each type of camp operation” refers to day camp, resident camp, and trip and travel programs. Although concerns for short-term residential programs, family camp, and rentals to user groups are addressed in Standard HW-24, they may also be included in this standard. The “annual review” should include the camp administration and the camp’s health-care administrator and staff.

“Scope and limits” refers to the specific health-care services provided to individuals and groups served by the camp, such as summer youth camp and trips. The policies should define what is and what is not provided in terms of services and personnel (including personnel qualifications). Camps also need to evaluate where (on- and off-site) they may need first-aid or health-certified persons, based on characteristics of participants, location of the activity, type of activity, etc.

The “authority and responsibility of the health-care administrator and provider” should define whether or not the two functions are held by the same person. Camps with separate administrative and provider functions need to define the responsibilities of each position. Job description(s) may be used to meet this requirement. Standard HW-13 identifies training requirements for other camp staff related to health care.

Applies to:

- Day camps
- Resident camps

Written materials should identify names, locations, and phone numbers of additional medical and mental-health resources with whom arrangements have been made to serve the camp. Such arrangements need not be confirmed in writing to meet the standard. Prior arrangements with such additional help is in the best interest of the camp and its population. When campers from a nonmedical religious tradition are part of the population, the camp's materials should include appropriate contacts for health problems of those nonmedical religious campers. Materials gathered to meet this standard can be used as part of the review process in Standard OM-4.

"Mental-health resources" may include crisis-team support, providing an opportunity for emotional support and debriefing, as needed, following critical incidents. This support may also involve psychologists, psychiatrists, clergy, hotline numbers, and so forth.

"Equipment and supplies" identifies any medical and emergency equipment including first-aid kits that will be maintained on-site. This requirement will vary, based on the camp's clientele, staffing pattern for health care, and distance to additional medical resources. Camps may want to consider having first-aid kits available at locations where a person certified in first aid is required.

In Standard HW-3B, procedures should be identified for how people, on- or off-site, can "obtain emergency health-care assistance," including while in remote areas on the camp property and locations used for overnights or day trips. Staff need to be trained in these procedures. This standard establishes part of the procedures for the camp's emergency communication plan, as addressed in Standard OM-15.

"Medication management" procedures should identify pertinent camp policy, as well as persons involved in the collection, storage, and administration of medications in camp, procedures for medication recordkeeping, policy on permission by parents to administer specific over-the-counter drugs or products, and procedures to follow if prescription medications arrive at camp without a doctor's order for administration. "Sanitation" refers to cleanliness, hygiene, and health practices throughout the camp, including camper and staff living areas, program and cookout sites, the dining hall and kitchen, and garbage and waste-disposal areas.

"Recordkeeping procedures" should identify how long health-care records are to be kept (Standard HW-21), where they will be retained, who is responsible for their maintenance, and in what format they will be kept (e.g., hard copy, microfilm, or some other electronic medium). This includes procedures for recordkeeping on-site (i.e., who makes entries in the health log, how out-based health logs are incorporated into the main log, and how to cross-reference with health information going out on long and short trips).

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on considerations for health-care planning.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies and procedures.

WRITTEN DOCUMENTATION IS REQUIRED



HW-4 POLICY/PROCEDURE REVIEW

Have the camp health-care policies and procedures been reviewed within the last three years by a licensed physician or registered nurse, or, if a nonmedical religious camp, by a person with health-care training approved in writing by the sponsoring program? YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The review of the camp's policies and procedures may focus on addressing camp health concerns that have arisen since the last review, updating recommended procedures, or revising the materials, based on recommendations of current personnel. In situations where the camp's type of operation, clientele, or level of health-care staffing has changed considerably, an immediate review of the plan is recommended.

Information gathered for this standard can be used as part of the review process in Standard OM-4.

COMPLIANCE DEMONSTRATION: Director/staff description of review process.



HW-5 CONTACT INFORMATION

Does the camp have the following written information, for campers and seasonal staff, on-site or with the trip and travel group:

- Name,
- Birth date and age of each minor,
- Home address, telephone number, and cell phone number,
- Name, address, and telephone number including business phone(s) of adult(s) responsible for each minor,
- Telephone number(s) of persons to contact in case of emergency during the individual's stay at camp, and
- Name and telephone number of individual's physician or health-care facility (if available)?

YES NO

INTERPRETATION: The intent of this standard is to have appropriate information immediately available in case of an emergency. "If available" in the last sub-section of Standard HW-5 means that if the individual has a regular family physician or clinic, the information should be obtained and duly noted.

Applies to:

- Day camps
- Resident camps

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected camper and staff records.

WRITTEN DOCUMENTATION IS REQUIRED



HW-6 HEALTH EXAM

For each resident and trip/travel camper and seasonal staff member, does the camp require written verification from licensed medical provider that the individual has had a health examination within the past 24 months, and does the record include:

- Any physical condition requiring restriction(s) on participation in the camp program and a description of that restriction,
- Date of the health examination,
- Any current or on-going treatment or medications, and
- Date the form was signed by the physician? YES NO

Does not apply to day camps and non-medical religious camps.

Does not apply to year-round staff.

Applies to:
▪ Resident camps

INTERPRETATION: "Licensed medical provider" includes licensed physicians, and, in some states, physician's assistants and certified or certification-eligible nurse practitioners who are licensed by the state in which the camp is located to conduct health examinations.

The written verification required to meet this standard does not need to come from a new health exam, specifically for camp. A form with the listed information and physician's recommendation for participation in camp, based on an exam completed within the past 24 months, may be used.

An exemption from a physical examination might be requested based on religious beliefs of individual campers or staff. A sample release form is available on the CD-ROM under HW-7; it provides a sample statement that is of general good health, that the individual is free from communicable diseases, and that the individual who signs the form releases the camp from responsibility for any impairment of health that might occur as a result of this exemption.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on waiver forms.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected camper and staff health-exam records.

WRITTEN DOCUMENTATION IS REQUIRED

HW-7 PERMISSION TO TREAT

For minors, and adults needing cognitive assistance, does the camp have signed permission to provide routine health care, dispense medications, and seek emergency medical treatment; or a signed waiver refusing permission to treat? YES NO

INTERPRETATION: “Routine health care” may include, but is not limited to, those treatment procedures addressed in Standard HW-12. Some states require parental permission for care-givers to dispense over-the-counter medications, such as analgesics, cough syrup, and other topical ointments.

Although most camps are not subject to HIPAA (Health Information Portability and Accountability Act) privacy regulations, some camps have found it helpful to also have permission for the release of any records necessary for treatment, referral, billing, or insurance purposes.

If parents or guardians refuse to sign a permission-to-treat form, for religious or other reasons, the camp should have a signed form that specifies the action to be taken if the person needs care or treatment, and releases the camp from liability if the parent or guardian cannot be reached in an emergency.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on permission forms.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected records.

Applies to:

- Day camps
- Resident camps

WRITTEN DOCUMENTATION IS REQUIRED



HW-8 HEALTH SCREENING FOR RESIDENT CAMPS

Does the camp have a procedure in practice for a health screening of campers and seasonal staff within 24 hours of the first arrival at camp that:

HW-8A: Is conducted by persons with the following qualifications:

- For resident and trip or travel camps not primarily serving campers with special medical needs, a licensed medical provider or an RN or an adult following specific written instructions of a licensed physician, and
- For camps primarily serving persons with special medical needs, a licensed medical provider or an RN?

HW-8B: Includes procedures and written evidence of the screening results to:

- Check for observable evidence of illness, injury, or communicable disease,
 - Verify and update health-history information to identify any medication, changes in health status or special needs that may require further follow-up, and
 - Review and collect any medications to be dispensed during the staff's and camper's stay at camp?
- YES NO

Does not apply to day camps and non-medical religious camps.

Applies to:
▪ **Resident camps**

INTERPRETATION: The purpose of a health screening is to verify and update the health history received from each camper prior to participation in camp activities and to assure that the camp staff is prepared to respond to the particular health-care needs of the campers.

Written documentation of the screening simply involves recording that the screening took place and the results. It can be as basic as a checkmark on the health form that verifies that the information on the form is current, with notations regarding any changes. Any significant finding during screening would require more detailed documentation. The documentation should be signed by the screening personnel and dated.

"Further follow-up" may include not only advising appropriate staff of specific needs, allergies, or restrictions, but also contacting parents or health professionals to gather further information to help ensure a successful camp experience.

*Additional health-review and screening considerations for trip and travel camps are found in Standard PT-9.

COMPLIANCE DEMONSTRATION: Director/staff explanation of the screening process; visitor observation of randomly selected records of screening completed for current campers and staff (with written acknowledgement of some kind). Visitor observation of license(s) and/or written screening instructions should occur.

WRITTEN DOCUMENTATION IS REQUIRED



HW-9 HEALTH INFORMATION REVIEW FOR DAY CAMPS

Does not apply to resident camps and non-medical religious camps.

***HW-9B does not apply to day camps that are not primarily serving persons with special medical needs.**

Applies to:
▪ **Day camps**

HW-9A: Does the camp have procedures in practice that require staff members to:

- Review the health histories of campers and seasonal staff within 24 hours of the first arrival at camp,
- Collect any medications to be dispensed during the camper's enrollment? YES NO

HW-9B: For camps primarily serving persons with special medical needs, the review is conducted by a licensed medical provider YES NO

INTERPRETATION: The purpose of the health-history review of every camper and staff member is to identify any medical needs that affect participation in camp activities. The staff should have access for consultation with the health care provider as needed.

Although not required by the standard, written verification of the review is recommended.

COMPLIANCE DEMONSTRATION: Director/staff explanation of health information review process.

HW-10 INFORM STAFF OF SPECIFIC NEEDS

Applies to:
▪ **Day camps**
▪ **Resident camps**

Does the camp have procedures in practice for informing staff of any specific needs of campers for whom they are responsible?

YES NO

INTERPRETATION: The intent of this standard is that all appropriate staff be informed of medical, physical, or other needs or restrictions of campers under their supervision, whether in the cabin or in program activities. This requirement may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems, such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic, and orthopedic devices; and any other specialized needs or limitations of individual campers.

COMPLIANCE DEMONSTRATION: Director/staff explanation of procedures and their implementation.

HW-11 HEALTH-CARE PERSONNEL

Does the camp have a health-care provider on-site who is qualified as follows:

HW-11A: For day camps not otherwise specified below:

Is a licensed physician or registered nurse, or has access by phone to a licensed physician or registered nurse with whom prior arrangements have been made in writing to provide consultation and other health-care support to the camp?

YES NO

HW-11B: For resident camps not otherwise specified below:

Is a licensed physician or registered nurse, or is in consultation with a licensed physician or registered nurse who is on the campsite daily?

YES NO

HW-11C: For camp sessions that primarily serve persons with special medical needs:

Is a licensed physician or registered nurse?

YES NO

HW-11D: For nonmedical religious camps:

Is an individual meeting qualifications specified in writing by the religious program?

YES NO

INTERPRETATION: In Standard HW-11A, "access by phone" should be to a specific doctor, nurse, or clinic that is familiar with the camp's health-care needs. Access to a 911 emergency phone system does not qualify as access to specific medical personnel who are providing on-going consultation to oversee camp health.

In Standard HW-11B, the "daily consultation" should include checking current health concerns or recent treatments and reviewing the medical log and incident/accident reports. "On the campsite daily" means time occurs each day when a person so licensed is on the property to consult with the health-care staff. The intent of this standard is that a review of camp health practices and concerns is undertaken by someone with professional medical training who can provide advice and input on current health and wellness concerns in camp.

Nurses and doctors are qualified to meet this standard only if they are permanently or temporarily licensed or recognized by the state in which the camp is located. As a general rule, medical staff trained abroad are not permitted to fulfill the functions of a doctor or nurse until they have completed state board examinations and are licensed in the state.

Does not apply for each sub-section of HW-11 if the camp types specified are never applicable.

Does not apply to camps that are exclusively trip/travel camps.

Applies to:

- **Day camps**
- **Resident camps**

For camps primarily serving persons with special medical needs, provisions must be made for similarly qualified substitutes when the physician or RN must be away from camp for more than 12 hours in a resident camp or more than one day in a day camp. When the camp is without a physician or RN for periods less than 12 hours, a licensed practical nurse or a graduate nurse may be used.

In nonmedical religious camps, a person must be on duty who is designated to handle health and incident/accident situations who meets the qualifications specified in writing by the religious body.

COMPLIANCE DEMONSTRATION: Director/staff description of process in place to assure coverage; visitor observation of licenses and certification cards.

WRITTEN DOCUMENTATION IS REQUIRED



HW-12 TREATMENT PROCEDURES

Does the camp utilize treatment procedures for dealing with reasonably anticipated illnesses and injuries that are:

- | | |
|--|--------|
| • Established in writing, and | |
| • Annually reviewed by a licensed physician? | YES NO |

INTERPRETATION: "Treatment procedures" include commonly accepted treatments, appropriate to the health-care provider's credentials, for minor illnesses or injuries and general first-aid guidelines. This factor also includes the identification of points at which professional medical treatment or advice should be sought.

"Standing orders" is a term used by some camps for their treatment procedures. It is also a term used in the medical community for specific orders for a specific client, written by a physician, to be administered by other licensed medical personnel. For the purposes of this standard, "treatment procedures" has been determined to be a more appropriate term.

Procedures for care and treatment should be appropriate for the personnel providing health care in the camp (e.g., nurse, EMT, first aider) and should be specific to reasonably anticipated camp injuries and illnesses. Procedures should be developed, revised, or reviewed by a licensed physician. Since accepted practices and medications change frequently, these procedures and protocols should be reviewed annually to determine acceptability with current medical practice. The camp's health-care provider should be present to review the procedures with the camp's physician whenever possible.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on treatment procedures, medical protocols, nurse transition list, and day camp health-alert forms.

COMPLIANCE DEMONSTRATION: Visitor observation of written treatment procedures with date and identification of reviewer noted (the actual signature of the physician may be helpful to the camp but is not required by this standard).

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply to a nonmedical religious camp or if all health care for all programs is provided by licensed physicians.

Applies to:

- Day camps
- Resident camps

HW-13 STAFF TRAINING

Are camp staff trained in the camp's written procedures to:

- Identify their role and responsibilities in camp health-care,
- Prepare them to use health-care supplies and equipment with which they may be furnished,
- Identify those situations which should be attended to only by certified health personnel, and
- Use established sanitary procedures when dealing with infectious waste or body fluids?

YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The intent of this standard is that all staff provided by the camp should receive training from the camp concerning their role in the identified circumstances. Staff require training to identify the limits and expectations of their participation in the delivery of health care, including first aid, in camp.

Preventative roles may include watching for and planning to avoid illness, fatigue, dehydration, sunburn, ticks, etc. First-aid training should equip the staff to deal with reasonably anticipated health-care concerns, based on the clientele, location, and activities. This step could range from simple first-aid procedures to handling choking and seizures. Staff may also require training in the care of orthodontic, orthopedic, and prosthetic devices; persons in wheelchairs; and/or persons with bedwetting or homesickness problems.

"Infectious waste" includes such items as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPR barrier, masks, or gloves), hand washing, sanitizing procedures, and appropriate waste disposal must be considered when developing procedures in this area. Camps with staff or campers requiring injections will need sharps containers for needle disposal. Bio-hazard bags ("red bags") are required by Occupational Safety and Health Association (OSHA) for dressings or materials that are used to soak up blood or other infectious wastes. State departments of health can give guidance on appropriate handling of and disposal procedures for infectious waste materials and body fluids. Universal precautions in this regard, as established by the OSHA, are applicable to all camps. While Standard HW-3 relates to health-care policies and authority, this standard relates to staff training.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional staff training information.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of training received.

WRITTEN DOCUMENTATION IS REQUIRED

HW-14 AWAY FROM MAIN CAMP

For overnights, out-of-camp trips, or activity locations or situations where the camp health provider is not present or nearby, does the camp require that a staff member be immediately available who has been oriented to:

- Provide for routine health-care needs of the participants, and
- Handle life-threatening medical emergencies related to the health conditions of the participants and the environmental hazards associated with the area?

YES NO

INTERPRETATION: This standard applies to overnights, out-of-camp trips, or activity locations that are relatively far from help in case of an emergency, as well as to times when the camp health provider is on a day off or out of camp. The concern of this standard is to ensure that the anticipated health-care needs of a designated group of participants are met, in addition to providing for the first-aid coverage required in other standards.

Orientation for staff members may include instructions concerning medications for group participants, any restrictions for group members, and general health instructions particular to the activity (e.g., sunburn precautions, dehydration, altitude sickness, hypothermia, etc.).

"Life-threatening medical emergencies" refers to reasonably expected potential emergencies related to the known health conditions of the participants of this particular activity. If a child has epilepsy, for instance, a staff member should be trained in how to handle seizures. Or if a child is known to be allergic to bee stings, a staff member should be specifically oriented to deal with that situation.

COMPLIANCE DEMONSTRATION: Director/staff description of the policy's implementation.



Does not apply if the camp does not conduct hikes, schedule trips, or permit activity locations where the camp health provider is not immediately available.

Applies to:

- Day camps
- Resident camps

HW-15 SPECIAL MEDICAL NEEDS

In order to meet the special medical needs of participants, does the camp have the following available:

HW-15A: Sufficient medical staff to meet the needs of participants equivalent to minimums established by nationally recognized medical providers or as approved in writing by a licensed physician? YES NO

HW-15B: A system for evaluating the camp's ability to meet participants' special medical needs prior to enrollment? YES NO

HW-15C: Information about the camp's philosophy and health-management practices that is shared with parents and participants prior to enrollment so they can identify the camp's approach to medical concerns? YES NO

Does not apply if the camp never provides sessions that primarily serve persons with special medical needs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: "Special medical needs" include conditions which require special medical or health attention or care while the participant is in camp, including chronic conditions, such as epilepsy or insulin-dependent diabetes, illnesses such as cancer, or physically-disabling conditions such as spina bifida, etc. If a camp serves specific special-needs populations, the ratio of medical staff-to-special-needs participants must meet minimums of nationally recognized groups and approved by a licensed physician familiar with such groups.

The *ACA Accreditation Standards Resource CD-ROM* and the ACA website, www.acacamps.org, should be consulted for additional information and medical providers for individuals with special medical needs.

COMPLIANCE DEMONSTRATION: Director/staff description of medical staff, systems, and practices in place.



HW-16 HEALTH-CARE CENTER

Does the camp have a health-care shelter or center available to handle first aid and emergency cases that provides:

- Protection from the elements,
- Space for treatment of injury and illness,
- A lockable medication storage system,
- Available toilet(s),
- Available water for drinking and cleaning?

And, except for day camps,

- One bed per 50 campers and staff, and
- Isolation, quiet, and privacy?

YES NO

INTERPRETATION: "Available" toilets and water refers to the fact that these items should be located in or next to the health-care area so that ill or injured persons have easy access. Sufficient amounts of water for drinking and cleansing should be on hand.

It is most desirable to have any medicinal drugs locked in a cabinet at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health-care facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked when not under direct supervision of the health-care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator. While health-care facility concerns cannot be specified for camps operating without a base site, these programs should still provide a lockable storage system for medications.

COMPLIANCE DEMONSTRATION: Visitor observation of the facility in use.



Does not apply to camps with no base site.

Applies to:

- Day camps
- Resident camps

HW-17 AVAILABILITY OF AN AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Does not apply to nonmedical religious camps.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Has the camp assessed the need for an AED (automated external defibrillator) at the camp location? YES NO

INTERPRETATION: This standard requires that the camp determine the need for an AED in relation to campers and activities. Staff should take into account the age of campers on the site in all seasons, the nature of the camp's activities, the location of the camp in relation to medical services, the logistics of storing and using the AED, the applicable state and local regulations, and the advice of medical and legal authorities.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on AEDs.

COMPLIANCE DEMONSTRATION: Director description of the process to determine the need for an AED.



HW-18 SUPERVISION IN THE HEALTH-CARE CENTER

Does the camp implement a procedure that requires continual supervision of persons in the health-care center? YES NO

INTERPRETATION: "Continual supervision" means that at least one staff member is always present when campers or staff are in the health-care facility for health or medical reasons. This person may be the health-care provider or a staff member who is following the directions of the camp health provider.

COMPLIANCE DEMONSTRATION: Staff description of the procedures in place.

Does not apply to camps with no base site.

Applies to:

- Day camps
- Resident camps

HW-19 PARENT NOTIFICATION

Has the camp implemented a policy, made known to parents and guardians in writing, that identifies the situations when parents will be notified of an illness or injury to their camper? YES NO

INTERPRETATION: Parents or guardians must have a clear understanding of the camp's policies for notifying them of illness or injury to campers. In addition, camps are encouraged to keep a "communications log" to document any contact with parents.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on a health center communication log.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of a notification policy.

Applies to:

- Day camps
- Resident camps

WRITTEN DOCUMENTATION IS REQUIRED

HW-20 MEDICATION MANAGEMENT

To prevent the unauthorized use of drugs, does the camp require all drugs to be stored under lock (including those needing refrigeration), except when in the controlled possession of the person responsible for administering them, and:

- For prescription drugs — dispensed only under the specific directions of a licensed physician, and
 - For nonprescription drugs — dispensed only under the camp's written health-care procedures (see Standard HW-3), or under the signed instruction of the parent or guardian or the individual's physician?
- YES NO

Does not apply if no drugs are kept in the camp or carried on trips.

Does not apply to insulin if the camp primarily serves campers with diabetes and the written camp philosophy of diabetes management requires self-administration of insulin.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The intent of this standard is that all medications be stored under the control of the camp health provider or trip staff. Exceptions would be for a limited amount of medication for life-threatening conditions carried by a camper or staff person (e.g., bee-sting medication, inhaler) or limited medications approved for use in first-aid kits.

"Drugs" include all prescription medications, as well as all over-the-counter drugs that are potentially hazardous if misused (e.g., Tylenol®, cold tablets, etc.). "Controlled possession" means under the immediate and direct supervision or control of the person taking it or of a staff member, to prevent access by unauthorized persons. "Specific directions of a licensed physician" includes directions on an original prescription bottle, a note on the signed health examination record, or a written statement from a licensed physician.

Drugs should be locked in a cabinet or storage box at all times, particularly if narcotics are involved. However, in cases where there is full-time medical staff and the health-care facility or first-aid area is in a permanent building, it is acceptable to have the entire building or room where medication is kept locked, when not under direct supervision of the health-care staff. Those drugs needing refrigeration may be stored in a locked refrigerator, or in a locked container within the refrigerator.

When staff reside in quarters where camper access is restricted or prohibited, it is suggested that any medications in that area be locked, though it is not required by this standard. The camp health provider should be aware of all medications in the possession of persons on the camp property, whether or not they are kept in the health-care facility.

The *DOES NOT APPLY* designation to insulin applies only to camps primarily serving campers with diabetes (i.e., more than 50% of enrolled campers are diabetic), where the camp educational philosophy of diabetes management specifies that camper control of insulin is part of the training program.

COMPLIANCE DEMONSTRATION: Visitor observation of drug storage; director/staff description of the procedures in use.

HW-21 RECORDKEEPING

Does the camp generate the following records:

HW-21A: A health log or other health recordkeeping system in which the following information is recorded in ink:

- Date, time, and name of person injured or ill,
- General description of injury or illness,
- Description of treatment (if administered), including any treatment administered away from the health-care facility,
- Administration of all medications, and
- Initials of person evaluating and treating? YES NO

HW-21B: Reports of all incidents resulting in injury requiring professional medical treatment? YES NO

INTERPRETATION: A bound book with preprinted page numbers and lined pages is frequently used to meet Standard HW-21A, because of its acceptability in a court of law. Such a system is particularly helpful when multiple people keep health records, or when the records are kept by persons without extensive medical training. Any system used should be reviewed by medical and legal counsel. Camps should keep separate records for campers and staff to meet OSHA regulations. Computerized records are acceptable under this standard only when a method exists of ascertaining when records have been altered.

Camps should have a system to ensure that any logs that are kept away from the camp's main health center (e.g., on trips or at remote locations) are added to or included in the main log or recordkeeping system. The administration of drugs on a daily, routine schedule to a number of campers may be recorded in one entry at the end of the session by appending daily medication records to the log or charts.

In Standard HW-21B, "professional medical treatment" includes all medical attention by or consultation with a licensed physician following an injury or incident. Staff are required to complete reports in Standard OM-13.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information.

COMPLIANCE DEMONSTRATION: Visitor observation of logs and reports; director/staff description of recordkeeping process.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps

HW-22 RECORD MAINTENANCE

Does the camp maintain, at least for the period of statutory limits, all health forms and records gathered or produced during the camp season? YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: This standard includes, as applicable, health histories, health-exam forms, permission-to-treat forms, health logs, medication logs, and incident reports. Camps may also want to consider including each year's health policies, and treatment procedures and protocols, along with information on health-care providers and insurance providers.

While state laws vary, minors usually have up to two years after they reach the age of adulthood to instigate litigation on their own behalf. Staff records of persons who have had exposure to bloodborne pathogens are required by OSHA to be maintained for the period of employment, plus 30 years. Other staff health records are to be maintained for 20 years according to OSHA.

COMPLIANCE DEMONSTRATION: Director/staff description of recordkeeping process.



SHORT-TERM RESIDENTIAL, FAMILY PROGRAMS,
AND RENTAL TO USER GROUPS

Standards HW-23 through HW-25 *DO NOT APPLY* if camps *DO NOT* operate short-term residential programs, family camps, or provide facilities to user groups.



HW-23 EMERGENCY CARE PERSONNEL

**MANDATORY
(ALL)**

Does the camp provide, or advise user-group leaders, in writing, to provide, adults with the following qualifications to be on duty for emergency care:

- CPR certification from a nationally recognized provider, and, for youth groups,
- First-aid certification from a nationally recognized provider?

YES NO

Applies to:

- Short-term resident programs
- User-group programs

INTERPRETATION: For the purposes of the standards, a youth group is one with children under age 18 who are unaccompanied by a parent or guardian.

The ACA website, www.acacamps.org, should be consulted for information on certifying bodies.

COMPLIANCE DEMONSTRATION: Visitor observation of written information or contract language for user groups and/or camp staff certification cards.

WRITTEN DOCUMENTATION IS REQUIRED



HW-24 HEALTH-CARE PLANNING

Does the camp have written evidence that the administration has analyzed potential emergency-care and first-aid needs for short-term residential programs, families, and user groups, and has identified:

- Who is responsible for first aid and emergency care (user groups or camp staff),
- Who is responsible for emergency transportation (user groups, camp, or community services),
- Availability and storage of any first-aid supplies or equipment, and
- Training and information to be provided to staff, families, and user groups concerning emergency procedures and reporting requirements?

YES NO

INTERPRETATION: The intent of this standard is for camps to analyze their operations and make conscious decisions about their role in first aid or emergency care for short-term programs, family groups, and other user groups, which may represent a wide range of concerns—from cuts and scratches to massive trauma. In many cases, camps may determine that user groups should be responsible for their own first aid, including first-aid supplies, and emergency transportation. Once those decisions are made, they must be communicated to user groups in the contract (see Standard OM-19).

"Reporting requirements," in the final sub-section of this standard, indicates that the camp should make a deliberate decision about what reports it expects to receive from staff and user groups concerning accidents, incidents, injuries, and illnesses.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on health-care planning.

COMPLIANCE DEMONSTRATION: Visitor observation of written information.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Short-term resident programs
- User-group programs

HW-25 HEALTH INFORMATION

Does the camp gather, or advise user-group leaders, in writing, to gather, the following information:

- Names and addresses of all participants,
- Emergency contact names and numbers,
- A listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while on site, and
- For minors without a parent on-site, signed permission to seek emergency treatment or a signed religious waiver? YES NO

Applies to:

- Short-term resident programs
- User-group programs

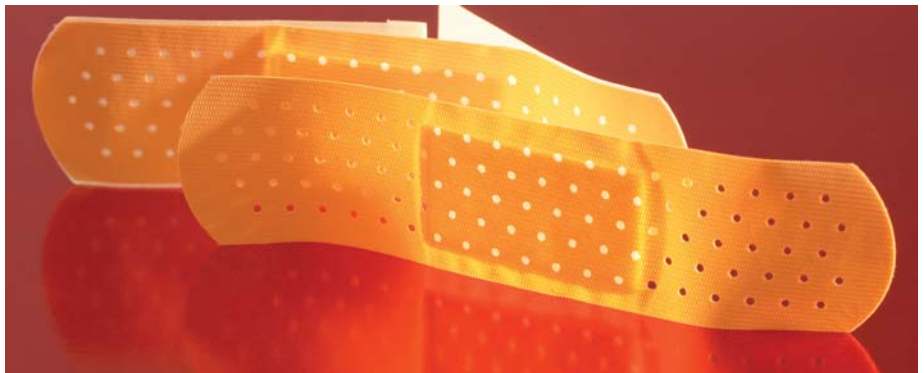
INTERPRETATION: The intent of this standard is to have appropriate information immediately available in case of an emergency. Whoever is taking responsibility for providing emergency care, whether it is the rental group or the camp, should have immediate access to the information.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information about permission-to-treat forms and about waivers for persons who refuse medical treatment on religious grounds.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected forms or written instructions to user-group leaders.

WRITTEN DOCUMENTATION IS REQUIRED

american **CAMP** association™



camp *health record log*

☐ CAMPERS
☐ STAFF

OPERATIONAL MANAGEMENT



Section OM

STANDARDS FOR CAMP ACCREDITATION

The Operational Management standards include those basic administrative practices that relate to creating a positive, protective environment for campers, staff, and user groups. The standards include policies and procedures that address emergencies, protection of participants, and other areas of risk management and strategic planning.

ACA camps range from complete day camp and multiple-week resident camp programs to camps that provide only a few support services to user groups who lease their sites. Accordingly, the relevancy of the administrative practices detailed in this section may vary widely from camp to camp, depending on the circumstances and needs of a particular camp. These standards provide for the development of procedures in important areas, such as risk management, but do so without dictating the content of those procedures to each site or program. Many of the policies and procedures required by these standards may be implemented directly by the camp staff or may be provided to a user group with a copy of their contract agreement, or both.

APPLICABILITY

ALL camps score the Operational Management standards.

Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some of these practices have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice and applicable to every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational practices related to Operational Management include:

- Use and release of personal information
- Accounting practices
- Inventories
- Legal counsel
- Strategic planning
- Risk management of financial resources

OM-1 REVIEW OF FOUNDATIONAL PRACTICES

Does the camp have written evidence of a policy in practice that the recommendations in the Foundational Practices are reviewed annually?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The Foundational Practices that precede the standards are specific processes and practices that have been associated over time with quality camp management. Most of the practices are former standards that have become commonly accepted by camp professionals and/or the public. Some involve items that are commonly regulated by a governmental body. A few are recommendations by authoritative bodies related to specific issues in the camping field. This body of knowledge should be reviewed annually, noting any changes or issues that need to be addressed to assure that these Foundational Practices are operable (as applicable) in the camp setting. Written evidence may be dated check marks and notations in the document related to the Foundational Practices or other notations regarding the review of this body of knowledge.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for the Foundational Practices Review Sheet.

COMPLIANCE DEMONSTRATION: Director/staff explanation of review; visitor observation of written evidence of annual review.

WRITTEN DOCUMENTATION IS REQUIRED



OM-2 FIREARMS CONTROL

MANDATORY (ALL)

Does the camp require that all firearms and ammunition be stored under lock? YES NO

INTERPRETATION: This standard applies to firearms used in camp program activities, as well as to firearms that are the personal property of staff or participants. All firearms should be locked when not in use and stored in locations separate from ammunition. Trigger locks are acceptable when used correctly.

This standard is not intended to be applied to homes or buildings that: are on camp property and are used solely as private residences of staff, are designed for the exclusive use of the individual staff or families who live on-site, or are not accessible to campers, user groups, and staff. However, guns stored in the back of trucks that are accessible to campers and other persons on the property must be locked to meet the requirement of the standard. The appropriate Program standards should be consulted for information on target sports and access to nonfirearms.

COMPLIANCE DEMONSTRATION: Visitor observation of firearm and ammunition storage.

Does not apply if no firearms or ammunition are allowed.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



OM-3 RISK-MANAGEMENT PLANNING

Has the camp developed written materials for risk-management planning that include:

OM-3A: Identification and analysis of risk exposures to humans and property resources? YES NO

OM-3B: Risk-control techniques currently being implemented to reduce, control, or prevent potential loss in identified exposure areas? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: While the requirements of the accreditation standards address many of the commonly identified risk-management concerns in camp operations, camps need to evaluate their overall operations to identify areas that may either be site-specific or not addressed by individual standards. Camp administrators need to evaluate risk exposure in three major areas:

- ☐ Human Liabilities:
 - Standard of care liabilities (injuries to persons caused by negligence) – such injuries may result from conditions or factors related to health services, maintenance, vehicle operation, attractive nuisances, staff selection, staff and camper supervision, inappropriate actions by staff or campers, and other potential hazards involving the conduct of individuals.
 - Loss of human resources (participants, staff, and/or volunteers) – the impact of the loss of a human resource on the operation, e.g., loss of public credibility, loss of income, loss of campers or staff due to stress, injury, illness, death, or other impairment, etc.
- ☐ Operational Liabilities:
 - Contract liabilities – include, as examples, lease or rental contracts, contracts for service, program activity contracts, employment agreements, insurance and other policies that may bind the camp, etc.
- ☐ Property Resources:
 - Property, buildings, and equipment loss – a loss resulting from a fire, collapse, or other damage from natural disasters, a breakdown of machinery or equipment, other potential hazards related to facilities, property development, and the operation of equipment on the site, etc.

Risk-management materials should analyze the camp's risk exposure in all areas and specify techniques currently being implemented to reduce, control, or prevent any identified risks.

"Risk-control techniques" include identifying which of the following risk-control methods are being utilized and what specific techniques or steps are being undertaken as part of that method:

- ❑ Transfer – placing all or part of the risk exposure in the hands of another party, such as an insurance company. Another alternative in this regard is to contract with another party to assume risk exposure through contracts, waivers, or an assumption-of-risk agreement.
- ❑ Avoidance – eliminating a risk, such as rerouting a road so it does not go through the camp, or not offering a specific activity that may involve an inappropriate degree of risk.
- ❑ Retention – retaining all or a portion of a risk and accepting the consequences of the loss. Generally, risks are only retained when the cost is minimal (e.g., replacing screens) or when it is too costly to transfer the total risk (e.g., insurance deductibles and ceilings).
- ❑ Reduction – reduce the camp's exposure to risk by developing policies and procedures to keep the risk at an acceptable level. Reduction is usually used in combination with transfer and retention (e.g., reduce by training first aiders, but also by purchasing insurance).

Camps may follow the outline and process provided in the Risk Exposure Chart that is included in the *ACA Accreditation Standards Resource CD-ROM*, or they may develop their own outline. In either case, the chart identifies many of the risk areas requiring consideration by camp operators.

COMPLIANCE DEMONSTRATION: Visitor observation of written materials specific to the camp; director explanation of process utilized; visitor observation of implementation of stated techniques, where possible.

WRITTEN DOCUMENTATION IS REQUIRED



OM-4 INCIDENT ANALYSIS

Has the camp established a system that includes input from outside advisors to:

- Annually review and analyze when and where incidents, accidents, and injuries occurred,
- Identify steps to reduce incidents, accidents, and injuries, and
- Modify procedures and implement changes as necessary?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is to ensure that the camp has a system to regularly review all facets of its program offerings and revise or develop appropriate policies, protocols, and risk-management materials. The camp may use a safety committee, camp-services committee, or other group with a representative mix of expertise in the camp's programs and clientele to analyze the operation of the camp. In this regard, it may also consult with other outside advisors such as consultants, parents, health-care personnel, insurance personnel, or other camp administrators. Annual fire and electrical safety exams (Standards SF-6 and SF-12), ropes course inspections (Standard PC-11), and health procedures review (Standard HW-4) may be included as part of this process.

Camps exclusively serving user groups may collect data from evaluation forms. Modifications or changes in any procedures must then be communicated to appropriate personnel and addressed in staff training.

COMPLIANCE DEMONSTRATION: Director/staff explanation of process for review, analysis, and change.



OM-5 ASSESSMENT OF STANDARDS COMPLIANCE

Does the camp have written evidence of a system in practice to verify, at least on an annual basis, that accreditation standards are being followed in applicable aspects of the camp's operation? YES NO

INTERPRETATION: Continual compliance with applicable standards is expected by the accreditation system and is so stated in the annual Statement of Compliance, signed by the camp representative. Written evidence of a system in practice to assure that the standards are being followed may include, as examples, the dates of review by camp staff persons, notations regarding specific areas of compliance, and reports regarding the review system.

Consult Appendix B for Annual Statement of Compliance.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of annual reviews.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply to camps that are being visited for the first time. ← under the current standards

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

OM-6 INTRUDERS

Does the camp have written procedures that address possible intrusion of unauthorized persons onto the campsite that include:

- Periodic review of security concerns of the site, and
 - Training for staff, and campers when appropriate, about steps to take in such instances?
- YES NO

INTERPRETATION: If the camp is operating on a public or nonowned site, "campsite" refers to the living and/or program areas being used by the camp groups(s). Precautionary procedures for user groups should be established and included in the group orientation (Standards OM-8 and OM-19).

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

OM-7 EMERGENCY PROCEDURES

Does the camp have written, site-specific emergency procedures established to respond appropriately to reasonably foreseeable emergencies, including:

- Natural disasters, typical of the area, such as storms, earthquakes, wildfires, floods; and
 - Building and site evacuations made necessary by such events as local threats or power outages?
- YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Emergency procedures should be specific to the site, staffing, type of camp operation, and clientele. Procedures would normally include what to do in case of storm, earthquake, fire, or power outage, as well as site or building evacuation procedures. The complexity of procedures will vary, based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when user groups are present. Procedures should include emergency training guidelines as demonstrated in Standard OM-12 and the contact of local officials as required in Standard SF-3.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on emergency procedures.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures.

WRITTEN DOCUMENTATION IS REQUIRED



OM-8 SAFETY ORIENTATION

Does the camp require that campers, staff, and user groups be oriented to established safety regulations and emergency procedures in the general camp area, based on a written list that includes:

- Identification of boundaries for living areas and general activity areas,
- Expectations for appropriate behavior,
- Precautions concerning natural or physical hazards of the site?

YES NO

INTERPRETATION: The intent of this standard is to address safety issues general to the camp operation and clientele served – not to duplicate safety regulations for specific program activities and transportation, which are covered in those sections. Boundaries, behaviors, precautions, and emergency procedures can be described verbally in an orientation, marked with posted signs, and provided in information given to group leaders.

The written list may involve bullet points on a memo, signs posted on the wall, or a literal checklist. The intent is to assure that all points are covered with all groups, campers, and staff.

COMPLIANCE DEMONSTRATION: Visitor observation of a written list of items to be included in safety orientation; staff description of orientation procedures.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

OM-9 INSURANCE COVERAGE

OM-9B does not apply if the camp does not own buildings.

OM-9C does not apply if vehicles are not used in camp operations.

OM-9E does not apply if the camp never provides day, resident, or short-term camp programs.

- Applies to:**
- **Day camps**
 - **Resident camps**
 - **Short-term resident programs**
 - **User-group programs**

Does the camp have written evidence that the following insurance coverage is in place:		
OM-9A: General liability coverage?	YES	NO
OM-9B: Fire and extended-risk coverage on buildings?	YES	NO
OM-9C: Motor vehicle insurance (as applicable):		
• Coverage on all owned, hired, or leased vehicles, and/or		
• Employer's nonownership liability insurance on all non-owned vehicles?		
	YES	NO
OM-9D: Workers' compensation for all eligible staff?	YES	NO
OM-9E: Coverage for campers (carried by the camp or written evidence that each camper has such coverage):		
• For resident campers — health and accident coverage?		
• For day campers and short-term campers — accident coverage?		
	YES	NO

INTERPRETATION: Camps should check on exclusions in their liability coverage to be sure all camp programs (e.g., tripping, horseback riding, aquatics, ropes course, etc.) are covered. When third-party providers of activities or services are used, camps are advised to check on their insurance coverage and requirements. Coverage may include self-insurance that can be verified by evidence of the allocation of particular assets to cover costs.

Camper coverage may be provided by the camp, parents, agency, school, or individual. When the camp does not provide the coverage, written evidence of coverage must be provided (e.g., parent's signature, along with the policy number).

While international staff may have insurance provided by the placement organization, administrators need to check their contracts with the organization to ensure that adequate coverage is provided. Workers' compensation is generally required for all employees, including international staff. Camps are advised to check state law for the applicability of workers' compensation to volunteers.

Camps are advised to evaluate whether motor-vehicle insurance coverage is needed both for vehicles leased for the entire season, as well as those hired for a day trip. Vehicles leased for the season need coverage for liability, as well as for possible physical damage. Camps should also consider the implications of the use of staff cars for camp business and determine their insurance coverage accordingly.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on insurance coverage.

COMPLIANCE DEMONSTRATION: Visitor observation of policies, binders, or letters of confirmation from agent(s) showing current policies are in place, and evidence of individual coverage or self-insurance (if applicable).

WRITTEN DOCUMENTATION IS REQUIRED



OM-10 PERSONAL PROPERTY REGULATIONS

Does the camp require that campers, staff, and user groups be advised in writing of regulations for possession and use of:

- Alcohol and drugs,
- Personal sports equipment,
- Vehicles,
- Animals, and
- Weapons?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Personal sports equipment" may include archery equipment, bats, hockey sticks, climbing gear, or other equipment that should be stored and handled safely for the protection of all individuals. "Animals" may include pets and animals brought to the camp for use in its program, such as horses. Camps may require appropriate health and immunization records for any animals allowed in camp.

Camp regulations may also address the camp's search-and-seizure policies when possession of illegal substances or weapons is suspected. Foundational Practices Item 7 specifies that policies should also address acceptability of other personally owned items (e.g., radios, cameras), expectations regarding their use and storage, and any liability for loss or damage of such items.

COMPLIANCE DEMONSTRATION: Visitor observation of written regulations/policy; director description of process for sharing information with campers, staff, and user groups..

WRITTEN DOCUMENTATION IS REQUIRED

OM-11 SMOKING POLICIES

Does the camp prohibit smoking or allow smoking only in designated areas that are away from children and nonsmokers? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The standard requires that either smoking be prohibited in camp or that smoking areas be designated away from children and nonsmokers. Camps providing programs to families may consider an exception for parents who choose to smoke while their own children are with them in the designated smoking area.

COMPLIANCE DEMONSTRATION: Director/staff explanation of policies and their implementation.

PROGRAMS PROVIDED BY CAMP

Standards OM-12 through OM-17 should be scored for day camp, resident camp (including trip/travel programs), and other short-term resident programs provided by the camp. Standards OM-12 through OM-17 *DO NOT APPLY* to user groups.



OM-12 STAFF EMERGENCY TRAINING

Does the camp have a program of training and rehearsal to prepare the staff to carry out their responsibilities in emergency situations? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Training and rehearsal will likely differ from camp-to-camp, based on the type of camp operation. For example, the procedures for staff emergency training for day and resident camp staff who supervise individual campers may be different from the procedures for staff who assist with short-term programs. Training for or rehearsal by campers may be appropriate in some situations, such as fire or storm drills.

COMPLIANCE DEMONSTRATION: Director/staff description of training and rehearsal for staff.

OM-13 INCIDENT REPORTING

Does the camp require the staff to complete written reports describing incidents and accidents? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Maintaining accident reports for injuries that require professional medical treatment is scored in Standard HW-21. The intent of this standard is to document circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury or danger to individuals. The camp director has the responsibility to determine the level of severity or seriousness of incidents that must be reported. Examples of such incidents include fires, natural disasters, danger from intruders or trespassers, crises arising out of camper, staff, or user group behavior (e.g., fighting, serious emotional outbursts, threatening others), or other situations posing potentially serious safety threats.

This standard also covers instances involving a potential serious injury from "near misses" and other emergencies that may not result in injuries requiring an accident report but nevertheless are potentially harmful to campers or staff. Examples of such circumstances may include lost campers, near drownings, or the use of drugs or alcohol by staff or participants.

COMPLIANCE DEMONSTRATION: Visitor observation of reports; director/staff description of reporting procedures.

WRITTEN DOCUMENTATION IS REQUIRED

OM-14 MISSING-PERSON PROCEDURE

Has the camp developed written search-and-rescue procedures for persons lost, missing, or runaway, and has staff been trained in their responsibilities to implement those procedures? YES NO

INTERPRETATION: Missing-person procedures should include appropriate steps to contact camp authorities, local and state emergency resources, and parents or guardians. These procedures should specify the responsibilities of staff in carrying out procedures with individual campers in day and resident camp and for assisting short-term program participants.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of training provided.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

OM-15 EMERGENCY COMMUNICATIONS

Does the camp have written emergency plans that include communication procedures, reviewed with staff, that specify:

OM-15A: A system for communication from persons at the site of the incident (including out-of-camp trips) to camp administrative and health personnel or community emergency services as appropriate (e.g., health, law enforcement)? YES NO

OM-15B: Procedures for contacting parents or guardians of minors directly supervised by the camp? YES NO

OM-15C: The camp's procedures for dealing with the media? YES NO

INTERPRETATION: Procedures for emergency communication from all locations, including program areas out of camp, must be carefully and thoroughly developed prior to the urgency and demands attendant to an actual emergency. Communication systems may include cellular phones, electronic devices, or signals where appropriate, as well as alternative plans to summon emergency help and relay necessary information. Emergency communication procedures may be a part of the written materials established in Standard OM-7.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of procedures and their communication to staff.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

OM-16 CAMPERS IN PUBLIC AREAS

For the protection of campers in public places or when in contact with the public, does the camp implement written policies that specify:

- Guidelines for ratios, location, and responsibilities of staff supervising campers,
 - Safety regulations and behavior guidelines for campers, and
 - Emergency procedures for campers and staff if a person is separated or missing from the group?
- YES NO

Does not apply if the camp is not operated on property open to the public or the camp does not take campers to public areas.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: This standard applies to all activities where public contact with campers who are directly supervised by the camp can reasonably be expected, including tripping, tours, field trips, sporting events, and the use of public facilities or parks. Procedures should address regulations and guidelines for safety when on public transportation or at motels/hotels, public campgrounds, public restrooms, public rest stops, amusement parks, or other public attractions.

Supervision policies should establish when direct staff supervision is required, when and under what conditions groups of campers may be on their own for a period of time, and how staff with large groups will communicate with one another. For example, procedures for motels/hotels may include securing rooms in blocks so that campers are not by themselves, setting specific room curfew timelines, establishing staff procedures for monitoring halls, and regulating camper access to staff room numbers. At public attractions, procedures should be established for dividing campers into groups, periodic check-ins, behavior guidelines, emergency contact and meeting areas, and off-limits areas. Campers must be trained in what to do if approached by a stranger, what information to share (or not share) about the camp or group, and how to find emergency assistance if staff are not immediately available.

Procedures may also need to be established for the protection of campers on opening and closing days of the camp when many visitors are on-site. When a camp is operating in an area open to the public, procedures for supervision may include a means for identifying or distinguishing campers from the public, such as t-shirts, hats, name tags, or other visual means of identification.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on protecting campers in public places.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of procedures to orient campers and staff.

WRITTEN DOCUMENTATION IS REQUIRED

OM-17 CAMPER SECURITY

Does the camp have written policies in practice that specify procedures and responsibility for minors, including:

OM-17A: Release of campers who are minors to a parent or to persons other than the parent or legal guardian? Yes No

OM-17B: Checking on absentee campers at the beginning of the day or session? Yes No

INTERPRETATION: Standard OM-17A involves procedures for releasing campers to authorized persons during camp (for example, a visit) or at the end of the camp session. These procedures may include the policy that the camp will follow if a minor is not picked up within a reasonable time (e.g., supervision requirement and possible extra charges).

Standard OM-17B addresses “absentee campers” who are participants, but who are not present at the camp when the camp expects to assume responsibility for those individuals. The policies should specify when and how the camp will make contact with a Parent/guardian on any unexplained absentee camper. For example, day camps normally assume responsibility for a camper at the beginning of each day, while resident camps assume responsibility for a participant on the first day of a session.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for a sample release form.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff explanation of procedures in practice.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs

RENTING TO USER GROUPS

This subsection addresses the rental or leasing of camp facilities to user groups. Standards OM-18 and OM-19 *DO NOT APPLY* if the camp does not lease facilities or services to user groups.



OM-18 USE AGREEMENT

Does the camp utilize a written use agreement, signed by authorized representatives of the camp and the user group, that includes the following (as applicable):

- Terms of use, including dates, times, and costs;
- Cancellation, minimum fees, and refund policies;
- Services that will be provided by the camp for the group, such as food service, recreation options, program staff, transportation, and
- Costs and conditions for use of any recreational equipment or services?

Yes No

INTERPRETATION: This standard does not require that all items listed will be provided for all user groups. The use agreement will normally include requirements from Standard OM-19. Conditions for use may specify such aspects as adult supervision, expectations for youth groups, clean-up responsibilities, and the reporting of damaged facilities or equipment.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on sample guidelines and considerations for use agreements.

COMPLIANCE DEMONSTRATION: Visitor observation of forms and information used.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **User-group programs**



OM-19 USER-GROUP RESPONSIBILITIES

Applies to:

- User-group programs

Does the camp require the written user-group agreement to specify:

- Party responsible to provide first aid, emergency care, and emergency transportation,
 - Party responsible to supervise the group and its behavior,
 - Party responsible to supervise any specialized recreational activities,
 - Required orientation to the camp's safety procedures and regulations, and
 - Any insurance coverage to be provided by the group?
 - *Recommendations to user group leaders of need for appropriate screening policies for all user group staff with responsibility for or access to campers.
- YES NO

INTERPRETATION: Standard HW-24 defines the responsibility for the provision of first aid and emergency care. Standard OM-19 covers the supervision of the group and its behavior, including defining who has the authority to eject individuals from the property. This standard may be combined with the requirements of Standard OM-18.

"Specialized recreation activities" are any activities whose safe conduct requires supervision by persons with specialized training and skills (e.g., swimming, archery, ropes course, etc.). Supervision for general recreation activities, along with all other general activities not specified in the contract, would normally fall under that part of this standard that addresses the supervision of the group and its behavior.

Orientation for user groups should include general safety regulations, communication in an emergency (e.g., weather, missing persons), security concerns, and warning systems. Groups should know how to get emergency assistance and how to contact the site owner.

COMPLIANCE DEMONSTRATION: Visitor observation of information and/or forms utilized; director description of orientation process.

WRITTEN DOCUMENTATION IS REQUIRED

HUMAN RESOURCES



Section HR

STANDARDS FOR CAMP ACCREDITATION

The key to any camp's success is its personnel. One of the unique features of a camp is the vital and all-encompassing leadership role demanded of its personnel in the camp community. Camp personnel are expected to assume many responsibilities, deliver a wide range of services, and complete numerous tasks in an environment of constant, close, human interaction, with quality results. Some persons may work with the site operation, some with the program, and some with both.

This demanding role requires minimums be established in screening, hiring, training, and supervising staff. The personnel criteria in this section are the result of experience and the review of research in the area of human resource management for both year-round and seasonal operations. The standards vary according to the criteria required for each position.

Maturity and judgment are two critical qualities of a camp staff member. Simple, objective measures for these qualities are not available. In identifying the criteria for staff positions, a number of factors have been listed including education, certification (where available), experience, and age. While it is recognized that age is not equivalent to maturity, it is one referenced and recognized criterion, utilized in conjunction with the other aforementioned factors, to guide the administrator in seeking qualified personnel. Age is not intended to be used as the sole criterion for determining acceptability of a staff member.

APPLICABILITY

Personnel to be considered in scoring the Human Resources standards include volunteer and employed staff who are involved in the operation of both the site and program and who are directly supervised by the camp operator. The standards also apply to those staff for whom the camp operator has responsibility for selection, training, and dismissal. Generally, these standards do not apply to consultants, workshop leaders, and other personnel who are not part of the camp's staff. However, administrators should consider the requirements of the Human Resources standards in utilizing such persons.

Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

A Foundational Practice related to Human Resources is:

- Anticipated length of pre-camp training

HR-1 DIRECTOR QUALIFICATIONS

Does the on-site director for day and resident camp programs have the following qualifications:

HR-1A: A bachelor's degree or appropriate professional certification?
YES NO

HR-1B: At least two prior seasons of administrative or supervisory experience in an organized camp?
YES NO

HR-1C: Has assessed personal needs in core areas of accepted camp management practices and has attended a professional development workshop, institute, seminar, or course within the past three years to address those need(s)?
YES NO

HR-1D: Is at least 25 years old?
YES NO

HR-1E: If the camp primarily serves campers with special needs, at least 24 weeks of experience working with that special population?
YES NO

Does not apply when the camp seeking accreditation does not operate day or resident camp programs.

HR-1E does not apply if the camp does not operate a program that primarily serves campers with special needs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The on-site director is the person on site who is responsible for day-to-day decision-making and supervision of the program and staff. In Standard HR-1C, ACA has identified 14 "core areas" of accepted management practices for camp professionals. "Professional development" may include local or national ACA-sponsored training events or other courses related to the identified camp management tracks. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on director qualifications.

COMPLIANCE DEMONSTRATION: Director explanation of qualifications.



HR-2 SPECIAL NEEDS STAFF REQUIREMENTS

Do 20% of the day and resident camp administrative and program personnel with staff supervisory responsibilities have a bachelor's degree in an area relevant to the clientele served, or at least 24 weeks of experience working with the special populations being served?

YES NO

INTERPRETATION: Serving campers with special needs requires skill and experience beyond that required for other camp operations. The intent of this standard is to provide a minimum level of specialized training and experience at the administrative and staff supervisory levels.

COMPLIANCE DEMONSTRATION: Director explanation of camp's percentage of staff who meet requirement.

Does not apply if the camp does not operate a day or resident camp program that primarily serves campers with special needs.

Applies to:

- Day camps
- Resident camps



HR-3 HIRING POLICIES

Does the camp have written hiring policies that:

HR-3A: Identify appropriate application and screening processes for each job category? YES NO

HR-3B: Have been reviewed by legal counsel or a human resources professional within the last three years? YES NO

HR-3C: Identify the policy adopted and in practice related to the periodic screening of year-round staff? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Developing hiring policies should include a review of the staff application form(s), job descriptions, interviewing requirements, and initial screening techniques to determine the appropriate content and steps for each type of position. The camp must determine, with the advice of a qualified professional, which items are appropriate for each type of staff position and which may be required by law. For example, the screening process for a kitchen or grounds worker may be different than that required for a cabin counselor or program specialist. Standard HR-3B specifically alerts camps to the need to develop policies and practices with the aid of sound legal and professional advice.

The hiring policies must also specify the periodic screening process for year-round staff with continuous employment by the camp, especially whether these policies require periodic criminal background checks. State and local entities have different requirements which may govern the practice. This policy should be established in conjunction with recommendations from the camp's insurance company and legal counsel.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on hiring policies, sample interview tools, reference forms, and hiring checklists.

COMPLIANCE DEMONSTRATION: Visitor observation of written hiring policies; director description of the review process, timing, and professional involved; staff description of application and screening process.

WRITTEN DOCUMENTATION IS REQUIRED

HR-4 STAFF SCREENING

MANDATORY (HR-4A)

Does the camp have written evidence of a policy in practice that requires screening for all camp staff with responsibility for or access to campers that includes::

HR-4A: Annually for all camp staff—paid, volunteer, and contracted:

- A voluntary disclosure statement, and
- A check of the National Sex Offender Public Registry, or for residents of states not participating in the National Sex Offender database, a check of the sexual offender registry of any state in which the applicant resided?

YES NO

HR-4B: For new camp staff 18 years and older, paid, volunteer, and contracted, a criminal background check?

YES NO

HR-4C: For new camp staff, at least two reference checks and verification of previous work (including volunteer) history?

YES NO

HR-4D: For new camp staff, personal interview by the camp director or a designated representative?

YES NO

INTERPRETATION: *The camp must implement established screening policies for its own operation. All camp staff (e.g., volunteer, employed, and contracted; full-time and part-time, international) who could have unsupervised access to children must be included in the screening process. This requirement includes on-site operational personnel, as well as staff members working from a central office who come to the camp as a part of their responsibility. Guest-program specialists who provide leadership in a limited area and are never with campers in an unsupervised situation would not be subject to screening.

A “voluntary disclosure statement” is a signed statement that, at minimum, attests to the non-conviction of violent crimes and crimes against children. It may include further information about other criminal behavior, previous addresses, and other data relevant to the camp and position. The policy should be reviewed by legal counsel. The “voluntary disclosure statement” may be included on the application form or with the release of information form, or may be a separate document. The statement should be secured from ALL staff, including international staff. A statement must be signed by all staff annually, regardless of previous or continued employment.

The U.S. Department of Justice National Sex Offender Public Registry (a free service at www.nsopr.gov) will only reflect certain types of criminal sexual behavior. A criminal background check seeks additional records of other types of criminal behavior. Criminal background checks are available through a variety of agencies and private vendors, each with its own level of coverage, accuracy, timeliness of providing information, and cost.

•Applies to:

- Day camps
- Resident camps
- Short-term resident programs

Consult the ACA Accreditation Standards Resource CD-ROM for detailed information on criminal background checks.

The camp must have a specific plan for securing criminal background checks based on state laws, availability of data, cost, and type of staff. For staff from other countries, criminal background checks are increasingly provided through the international placement agencies. Availability of criminal background checks for international staff and volunteers vary by the country of origin. The international placement agencies have recommendations concerning the minimum types of checks that should be performed. Consult the ACA Accreditation Standards Resource CD-ROM for further information on criminal background checks.

Securing a criminal background check, references, verification of previous work, and interviews applies to the hiring of new staff, seasonal and year round. Staff are considered "new" upon initial hiring, and if there has been a break in employment of 12 months or more. Year-round staff, including directors, must be screened upon entry and thereafter according to the policy of the camp (see Standard HR-3).

Some "seasonal staff" may be year-round employees of the parent organization (agency staff, clergy, religious educators). These persons may be treated as "year-round staff" PROVIDED THAT the parent organization has a policy in practice for screening and supervising that meets the criteria of the standard.

"Verification" of work history means evaluation of the timeframes of previous jobs to determine reasons for any gaps in employment and spot checking to verify that the applicant was employed or licensed as claimed. Standards in other areas, such as transportation, aquatics, and program, also call for specific types of record checks or documentation of skills which may be undertaken as part of the screening process. The standard does not require visitors to be given access to confidential files. "Written evidence of the screening process in practice" may include the application or receipt for securing background checks.

"Personal interview" means face-to-face or by phone for all applicants, including internationals, conducted by the camp director or a designated representative. In addition to interviews conducted by a staff placement agency, camps should make their own contact with applicants before hiring to confirm the applicant's language and communication skills, identify their expectations for the job, determine their suitability for the specific job offered, and provide specific information to the applicants about the camp program and location.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample forms and additional information on screening practices related to international staff.

COMPLIANCE DEMONSTRATION: *Visitor observation of written evidence of the screening policy in practice; director description of the screening process.

WRITTEN DOCUMENTATION IS REQUIRED

HR-5 DIVERSITY

Does the camp's staff recruitment and training process include:

HR-5A: Procedures to recruit program and administrative staff whose racial or ethnic diversity reflects that of the camper population served? YES NO

HR-5B: Training for staff to accept, respect, and be responsive to the multi-cultural diversity of our society? YES NO

INTERPRETATION: In Standard HR-5A, the intent is for directors to consciously try to provide staff members as role models and resources for minority populations served. A camp whose staff is more diverse than its camper population is considered to be in compliance. Training for staff may include both pre-camp and in-service sessions to help staff recognize and value individual differences within groups, particularly in relation to the camper populations served.

COMPLIANCE DEMONSTRATION: Director description of recruitment plans and procedures; director/staff description of staff training provided.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- ~~User group programs~~



HR-6 JOB DESCRIPTIONS/INFORMATION

Do procedures require that, prior to reporting to work, each camp staff member is provided with:

- A written job description that identifies the essential functions of the job, and
 - Information on the nature and diversity of the total camp population, and the general characteristics of the camp and programs offered?
- YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Job descriptions may be stand-alone documents provided at the interview or time of hire, or may be form letters to the individuals where jobs are described. To be consistent with the Americans with Disabilities Act, job descriptions should identify the essential functions or tasks required for the job. "Essential functions" are responsibilities critical to fulfilling the intent of the job.

The intent of this standard is to help prepare staff, prior to beginning work, for some of the responsibilities they will be assuming. Information that can be provided to staff in this regard may include materials such as staff manuals, camp brochures, schedules, media presentations, etc.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on job descriptions.

COMPLIANCE DEMONSTRATION: Visitor observation of sample job descriptions for randomly selected positions; director/staff description of materials or orientation provided.

WRITTEN DOCUMENTATION IS REQUIRED



HR-7 JOB TRAINING

Does the camp implement a system to provide each camp staff member, prior to assuming job responsibilities, training that is specific to his/her individual job functions, including clear expectations for acceptable job performance? YES NO

INTERPRETATION: The intent of this standard is that each person assuming job responsibilities, regardless of the time of year, be provided training in the camp's expectations of his/her specific responsibilities. Job training should include specific job skills, reporting and supervisory relationships, and acceptable and unacceptable behaviors of staff members. In addition, staff may require training in the use of equipment, safety, and emergency procedures, identifying and managing environmental and other hazards, handling accidents, or providing services to user groups or campers.

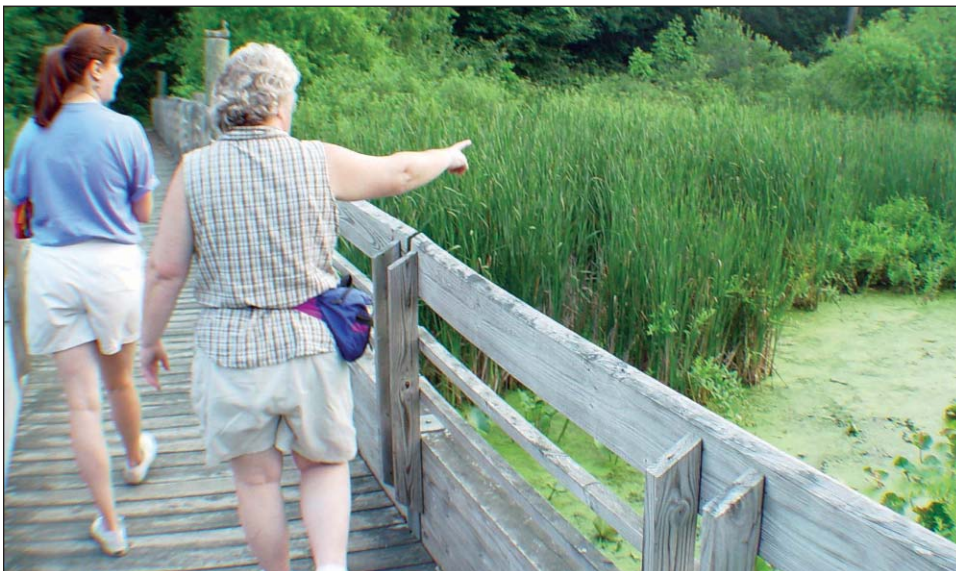
For staff hired for day, resident, and short-term residential camp programs, this effort will normally be part of the training specified in Standards HR-11 through HR-17. While those standards specify training topics and content related to campers, this standard addresses the need for camps to specify expectations for acceptable job performance and staff behavior in fulfilling tasks.

To achieve an acceptable level of job performance and behavior, staff members must also be provided with a clear understanding of expectations of camp administrators and supervisors (see Standards HR-5, HR-6, and HR-8). See also Standards PD-17, PC-4, PH-3, and PT-6 regarding supervision of staff.

COMPLIANCE DEMONSTRATION: Director explanation of system for training for all types of staff; staff description of training received.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



HR-8 PERSONNEL POLICIES

Do procedures require that the camp provide all camp staff with written personnel policies that address the following:

- General equal employment opportunity policies,
 - Benefits,
 - Time off, absence, and leaves of absence,
 - Performance evaluation processes, and
 - Work rules and personal conduct, including sexual harassment policies?
- YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Equal employment opportunity policies" confirm that the camp, in accordance with applicable federal laws, provides equal opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or veteran status.

The "performance evaluation process" includes not only performance review procedures, but also information on the progressive discipline system, conditions of severance, and grievance procedures.

"Work rules and personal conduct" include, but are not limited to, such matters as work hours, dress codes, safety rules, regulations on the use of any camp vehicles or equipment, appropriate and inappropriate behaviors, and the prohibition of the use of drugs, controlled substances, or alcohol while on the job.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on personnel policies.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies; director/staff description of distribution process.

WRITTEN DOCUMENTATION IS REQUIRED

HR-9 CAMPER SUPERVISION RATIOS

Does the camp implement or advise user groups of written policies for camper supervision that identify:

HR-9A: Required ratios of staff who are on duty with campers in units or living groups and, in general, camp activities that meet the following minimums?

Camper Age	Number Staff	Overnight Campers	Day-only Campers		
4-5 years	1	5	6		
6-8 years	1	6	8		
9-14 years	1	8	10		
15-18 years	1	10	12	YES	NO

HR-9B: Exceptions (if any) to the general ratios for segments of the day when greater or fewer staff are required for supervision?

YES NO

HR-9C: Activities, locations, or situations where a minimum of two staff members are required to be present?

YES NO

INTERPRETATION: The camp must implement established supervision policies for its own programs and advise leaders of user groups of appropriate supervision ratios and procedures. To meet the appropriate ratios, a combination of camp staff and adult leaders for user groups is acceptable.

For the purpose of this standard, "staff" includes those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, general activity leaders, or other staff who may provide supervision to campers without assistance. Junior counselors may be included in meeting the ratios in Standard HR-9A only if they are considered staff, and they have received training and supervision to verify their ability to handle camper groups independently.

In the aforementioned ratio chart, "staff" are not to include campers in leadership training programs (often called CITs), or other "counselor support personnel" (see glossary), nor should they include staff who have exclusive administrative, office, food service, or maintenance duties.

"General camp activities" are those that do not require special technical skills, equipment, or safety regulations other than those that generally apply throughout the camp. Examples of such activities include singing, nature studies, religious instruction, crafts, etc. Ratios and qualifications for supervision of specific program activities are covered in the chapters on Program, Horseback, Aquatics, Adventure/Challenge, and Trip and Travel standards.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

In Standard HR-9B, any exceptions to the general ratios should be in accordance with the type of activity, the area, and the characteristics of the participants. Camp policies may specify no exceptions. Exceptions for times, such as free time, rest hour, after lights out, early morning, field trips, and overnights, must be well defined and justified since statistics indicate that these are the times when accidents and incidents are most likely to happen in camps.

When the camp serves campers with special physical, medical, or behavioral needs who require additional staff support to participate in camp (e.g., physically or mentally challenged, etc.), the following ratios of staff and counselor-support personnel to campers are suggested:

CAMPER DESCRIPTION	STAFF	CAMPERS
Needing constant and individual assistance or supervision	1	1
Needing close, but not constant assistance or supervision	1	2
Needing occasional assistance	1	4
Needing minimal assistance	1	5

In Standard HR-9C, in order to prevent situations where the opportunity for child abuse might arise, camps must consciously determine when at least two staff persons are required with camper groups, such as on overnights, in showers, and on trips, both for the sake of safety and to prevent situations with opportunity for child abuse.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information regarding staff-camper ratios.

COMPLIANCE DEMONSTRATION: Visitor observation of written supervision policies and ratios for camp staff and user groups; visitor observation of randomly selected camper groups; director/staff description of supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED



HR-10 STAFF AGE REQUIREMENTS

Do written camper supervision policies specify that staff used to meet staff-to-camper ratios (in Standard HR-9) meet the following requirements:

HR-10A: At least 80% (100% for camps primarily serving persons with special needs) of the staff are 18 years of age or older?

YES NO

HR-10B: All staff are at least 16 years of age and at least two years older than the minors with whom they are working?

YES NO

INTERPRETATION: Staff used to meet the ratios for supervision in Standard HR-9 must meet the minimum age requirements in this standard. Persons who do not meet the age requirements may be used by camps in other positions, such as food service or maintenance, or as additional program personnel to assist staff. Age ratios apply to programs staffed by the camp, as well as to instructions given to user groups concerning the supervision of youth.

COMPLIANCE DEMONSTRATION: Visitor observation of written supervision policies; director/staff description of staff ages available.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if staff under 18 years are not used for camper supervision.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



STAFF TRAINING AND SUPERVISION REQUIREMENTS

If the camp never provides day, resident or short-term residential programs, Standards HR-11 through HR-21 *DO NOT APPLY*.



HR-11 PRE-CAMP STAFF TRAINING

Does the camp have written evidence of pre-camp training for all camp staff directly involved in camp programming and camper supervision that includes at least the following topics:

- Camp purpose/focus/mission/intended outcomes, and how implemented in camp structure and program activities,
- Developmental needs of campers to be served and the resulting differences for program, structure, and behavior management,
- Objectives, safety considerations, skills progression, operating procedures, and competencies required for program activities,
- Behavior management and camper supervision techniques to create a physically and emotionally safe environment,
- Clear expectations for staff performance and conduct, including sexual harassment policies,
- Recognition, prevention and reporting of child abuse, child-to-child, as well as adult-to-child, both outside of and during the camp setting, and
- Emergency procedures and the role of staff in implementation?

YES NO

INTERPRETATION: Addressing all of the topics listed in Standard HR-11, along with the other training needs of camps, will generally require at least three days for day camps and 5–6 days for resident camps. The training related to “recognition, prevention and reporting of child abuse” should include information on the identification and prevention of all types of abuse—physical, sexual, emotional and verbal. It should cover abuse in all situations—camper-to-camper, camp staff -to-camper; other adult-to-camper, taking place outside or within the camp setting. Staff should receive training in the state’s child abuse laws including definitions of abusive behavior, reporting requirements, and penalties.

Pre-camp training will necessarily include other topics appropriate to the camp’s program and clientele. Many other ACA standards require training for staff, much of which will be included in pre-camp training. The intent of this standard is to assure that staff are given comprehensive training and resources that focus on intentionally creating a positive camp experience.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional materials for developing training modules related to outcomes, developmental needs of campers, competencies for program activities, behavior management techniques, staff performance, and emergency procedures.

COMPLIANCE DEMONSTRATION: Visitor observation of written pre-camp training schedules, agenda and materials; director/staff description of training and resources provided.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

HR-12 LATE-HIRE TRAINING

Does the camp implement a system to provide training for late-hire, replacement, or other camp program personnel who were not present for all or part of pre-camp training? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Because staff training is so critical to ensuring a safe and effective program for campers, procedures should be identified to assure that latecomers, late hires, and replacement staff receive training in any areas they missed during pre-camp. The system may specify such things as individual training sessions with the staff person's supervisor, orientation sessions with activity specialists, periods of "apprenticeship" under fully-trained staff, or self-study topics.

COMPLIANCE DEMONSTRATION: Director explanation of training system in place for use when needed.

HR-13 IN-SERVICE TRAINING

Does the camp implement a system for in-service training of all camp staff who work directly with campers? YES NO

Does not apply if the entire season is two weeks or less in length, or if program staff are on-site for less than two weeks.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: "In-service" refers to training that occurs during the camp season. The training specified in this instance involves more than staff meetings for announcements and coordination of schedules that often occur on a regular basis in camps. It includes methods for providing continuing education and support for staff, such as regularly scheduled supervisory conferences, special program activities and skill training sessions, and training sessions relating to human behavior and group dynamics.

COMPLIANCE DEMONSTRATION: Director/staff description of in-service training opportunities.

HR-14 CAMP STAFF RESPONSIBILITIES FOR GENERAL CAMP ACTIVITIES

Are camp staff trained according to written policies and procedures for the supervision of campers in various types of general and unstructured camp activities? YES NO

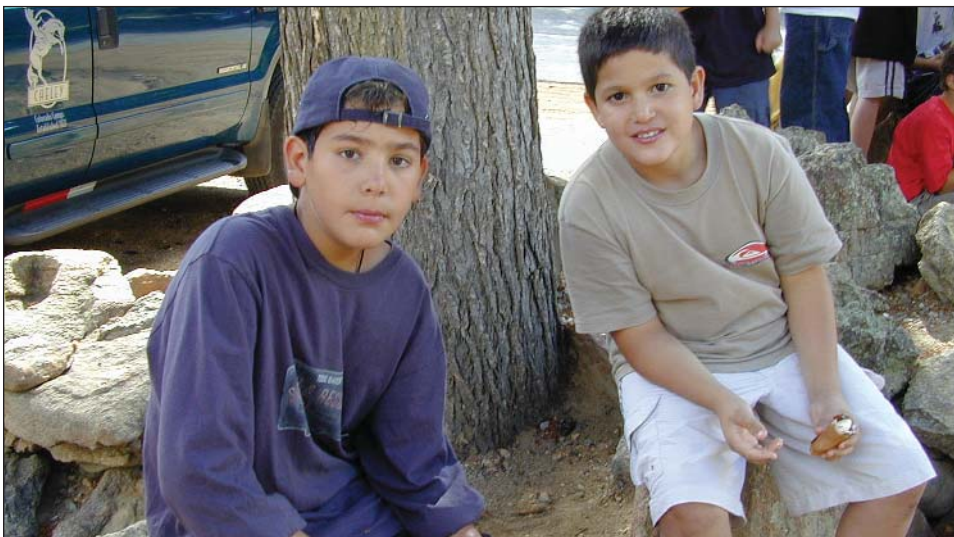
INTERPRETATION: This standard covers the responsibilities of any staff person on duty with campers in the *GENERAL* activities of the camp day. These activities include *EVERYTHING* that is not considered a special program in which designated and trained program staff are responsible for campers, such as, but not limited to, cabin time, night time, free time, playground, meal time, transitional periods, canteen, and personal hygiene periods (e.g., showers, etc.).

Supervision policies and training should include a clear delineation of roles when several staff members are present; what to look or listen for that requires action; intervention techniques; how and where to get additional help; the expected location of staff while “on duty”; and monitoring responsibilities specific to the activities, areas, and participants.

If staff share supervision responsibilities with user-group leaders, procedures should specify expectations and responsibilities of the camp staff and the group leaders. Additional responsibilities specific to program specialists or program activities are noted in other standards.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures and policies; director/staff explanation of practices and training.

WRITTEN DOCUMENTATION IS REQUIRED



Applies to:

- Day camps
- Resident camps
- Short-term resident programs

HR-15 STAFF/CAMPER INTERACTIONS

Does written evidence exist that documents the training of staff to create a safe environment includes at least the following areas of knowledge and skill development:

- Focus attention primarily on campers' needs and interests rather than on other staff and themselves,
- Speak with and listen to campers in a manner that reflects respect for each individual, including those of different backgrounds and abilities,
- Create and support an environment that provides emotional safety, and
- Guide group behavior in a developmentally appropriate manner?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: The intent of this standard is to train staff in behavior management and camper supervision techniques that are most likely to result in a safe, physical and emotional environment, as well as create positive staff and camper interactions. Training should include both concepts and practice so that staff are able to relate to campers, for example, by:

- Reflecting respect for campers by calling them by their name or preferred nickname,
- Using language that is easily understood by campers,
- Providing explanations for actions taken,
- Speaking with campers at eye level,
- Using techniques that do not intentionally embarrass or ridicule campers or groups of people,
- Discouraging and correcting behaviors that include teasing, disrespectful behavior, belittling, or intimidation, and
- Carrying out camp activities in different ways, depending on the developmental level of the campers.

COMPLIANCE DEMONSTRATION: Visitor observation of a written training plan; visitor observation of camper/staff interactions, when applicable; director/staff description of training provided.

WRITTEN DOCUMENTATION IS REQUIRED

HR-16 BEHAVIOR MANAGEMENT AND DISCIPLINE

Are camp staff trained in behavior management and discipline techniques that carry out written policies and procedures to:

HR-16A: Teach campers skills that achieve positive outcomes in areas of problem solving and interactions with others? YES NO

HR-16B: Implement fair and consistent disciplinary steps that are appropriate to the camper and the situation and do not include corporal punishment? YES NO

INTERPRETATION: The intent of this standard is to create an environment in which the campers are involved, in developmentally appropriate ways, in setting expectations and rules for how people should treat one another at camp. This training should enable staff to develop competencies related to guiding group behavior to establish positive norms and employ appropriate problem-solving approaches.

Written policies and procedures should identify the general philosophy and approach to discipline wherever it is deemed necessary, and any progressive steps to be taken in disciplining a camper, as well as identifying inappropriate techniques. The policies and procedures should emphasize the consistent and fair enforcement of rules and forbid corporal punishment.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on sample behavior and discipline guidelines.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies and procedures related to behavior management and discipline; visitor observation of behavior management techniques, when applicable; director/staff description of training provided.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

HR-17 SENSITIVE ISSUE POLICY

Has the camp established policies and trained staff to respond appropriately to socially sensitive issues? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: The intent of the standard is for the camp to establish and communicate to staff specific guidelines and expectations for dealing with socially sensitive issues that may come up when supervising campers. Staff should be able to recognize appropriate and inappropriate conversation and behavior, and know how to respond. Guidelines should establish points at which issues or behavior should be referred to supervisors, or when parental consent should be obtained. "Socially sensitive issues" may include such matters as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of staff.

COMPLIANCE DEMONSTRATION: Director/staff explanation of policies and training.

HR-18 SUPERVISION OF STAFF

Does the camp provide for persons who supervise other staff:
HR-18A: A list or chart showing whom they are to supervise? YES NO
HR-18B: Training to carry out their responsibilities in the camp's performance review system? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Supervision is one of the keys to having an effective staff and a quality program. The intent of this standard is that the camp administrators clearly define and communicate the expectations of supervisors to those with that responsibility. Effective supervision requires that individuals have a clear picture of who they supervise, or are supervised by, so that two-way communication is enabled. In this regard, an organizational chart will help to identify this pattern and help administrators to be better able to evaluate the amount of supervisory responsibility delegated to any one individual.

Concerning Standard HR-18B, supervisors need to receive specific training in the content and methods used in evaluating their staff's performance. Depending on the camp, the performance review system may range from verbal recommendations at the end of a season or session to formal written performance appraisals, based on observations and supervisory conferences over the entire season or year.

COMPLIANCE DEMONSTRATION: Visitor observation of supervisory responsibility list or chart; director/staff description of training provided to supervisors.

WRITTEN DOCUMENTATION IS REQUIRED

HR-19 SUPERVISOR TRAINING

Does the camp provide written guidelines and specific training for supervisors to help them:

HR-19A: Monitor performance of staff they supervise? YES NO

HR-19B: Identify and reinforce, or correct staff behavior, as appropriate? YES NO

INTERPRETATION: All staff need to know the expectations for acceptable job performance and for appropriate behaviors. To effectively observe and evaluate, supervisors need to be able to identify the acceptable levels of job performance and appropriate behaviors of the staff positions they supervise. Acceptable job performance and appropriate behavior include, as examples, establishing positive role models for campers, enforcing safety rules, utilizing appropriate teaching techniques, encouraging positive interactions among campers, settling disputes, and so forth. Training for supervisors should include how and when to observe staff, what to look for, and how to communicate suggestions for improvement.

Supervisors also need to develop skills in identifying and addressing inappropriate staff behavior with campers or with other staff. Inappropriate staff behavior may include actions or attitudes resulting from immaturity, inexperience, stress, lack of knowledge, illness, fatigue, poor judgment, or expectations of the individual that were beyond his or her abilities.

COMPLIANCE DEMONSTRATION: Visitor observation of written guidelines; director/ staff description of training provided.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

WRITTEN DOCUMENTATION IS REQUIRED

HR-20 STAFF OBSERVATION

Does the camp utilize a system that requires supervisors to regularly observe, provide feedback, and plan for improvement of the performance and behavior of staff? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: The intent of this standard is to assure that observations of staff occur on a regular, systematic basis. The system should include specifications for how often observations should occur. This supervision should assist staff in the accomplishment of camper-development objectives, provide support to staff, and help assure that acceptable job performance criteria are continually practiced.

Staff of varying experience and skill levels require different levels of supervision. This standard does not intend to require that all staff have the same levels of supervision. The camp's system should provide for supervision of all staff at some level, based on the staff member's skills, experience, requests for help, and previous evaluations by supervisors. "Regularly" depends on several factors, such as the complexity of the program, length of season, and background of staff. The initial observation should be within the first two weeks of camp.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample tools and techniques for supervisors.

COMPLIANCE DEMONSTRATION: Director/staff explanation of observation system used.

HR-21 STAFF TIME OFF

Do staff members have the following minimum amounts of time free from assigned camp responsibilities:

HR-21A: Daily — at least two hours? YES NO

HR-21B: During total employment period:

- 24 hours or more each two weeks in blocks of not less than 12 consecutive hours, or
- If the camp primarily serves persons with physical or mental disabilities, 24 consecutive hours off each two weeks?

YES NO

Does not apply for day-camp and short-term programs.

Applies to:

- Resident camps

INTERPRETATION: "Free from assigned camp responsibilities" means free time during which a staff member is not expected to be at a specific place or performing camp-related responsibilities. In trip or travel programs, consideration should be given to the staff's need for privacy and freedom from camper responsibility.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures to implement the policy.

PROGRAM DESIGN AND ACTIVITIES



Section PD

STANDARDS FOR CAMP ACCREDITATION

Program is the heart of camp—where camp philosophy and objectives are implemented in a sustained experience that provides a creative, recreational, and educational opportunity in the camp environment. Camp programming utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

The Program standards allow the flexibility for each camp to take advantage of its own unique programming strengths and determine its own procedures, while still addressing areas of program planning, analysis, and delivery. The standards in this section are general standards for common camp activities. Defining specific standards for all potential and unique program activities is both impossible and impractical. However, three basic concepts need to be at the core of any activity offered in camp:

- Qualified supervision of the activity,
- Sound guidelines, safety regulations, and emergency procedures for conduct of the activity,
- Provision and maintenance of acceptable facilities and equipment.

APPLICABILITY

All camps must score Standards PD-1 through PD-5 for general program operation. All camps with day, resident, and short-term residential programs must also score Standards PD-6 through PD-14.

All camps, including trip/travel camps, which include any specialized program activities as a part of the program, must also score the appropriate standards as follows:

- Camps with specialized program activities under camp staff supervision (both in and out of camp) score Standards PD-15 through PD-27. This requirement includes camps that provide specialized staff and equipment for user groups.
- Camps using staffed public facilities or providers at any time for specialized program activities score Standards PD-19 through PD-29
- Camps that have their own specialized program activities *AND* use staffed public facilities for some activities score Standards PD-15 through PD-29.
- If user groups provide their own leaders or equipment for specialized program activities, Standards PD-15 through PD-29 are not scored. However, user groups should be advised of any requirements or conditions for use (see Standard PD-5). Camps should consider the requirements of the specialized activity standards when establishing guidelines for user groups.

Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice, as applicable, in every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational practices related to Program Design include:

- Contracts with program providers
- Balance in camper activities
- Camper participation in program planning
- Fostering an understanding of differences between individuals and group cooperation
- Freedom to practice religion



PD-1 OVERNIGHTS AND TRIPS

Does the camp require training for campers and staff, based on written procedures, for overnights, trips, and excursions that require:

PD-1A: Persons using camp stoves or flammable liquids be instructed in their proper use and care and supervised until competency is demonstrated? YES NO

PD-1B: All drinking water be obtained from tested or approved water supplies or be boiled, filtered, or chemically treated, as appropriate? YES NO

PD-1C: Food be prepared and stored under safe and sanitary conditions, with particular care given to maintaining potentially hazardous foods at proper temperatures? YES NO

PD-1D: Food utensils be cleaned and sanitized after each use and protected from contamination between use? YES NO

PD-1E: Applicable procedures be followed to minimize environmental impact on campsites or natural areas? YES NO

INTERPRETATION: Requirements and training are applicable to day camp, resident camp (including trip/travel programs), and short-term programs run by the camp. Procedures and training for Standard PD-1A should specify steps for proper camp stove use and any restrictions on participant use of stoves or flammable fuels.

The intent of Standard PD-1B is to address questionable water supplies, not those which have been tested by public authorities for residential or public use. Water from natural bodies of water or springs should be treated if no assurance exists that the supply has been approved for human consumption. The camp should use appropriate water purification methods, based on advice from local officials able to identify possible contaminants for that area or specific water supply.

With regard to Standard PD-1C, a definition of “potentially hazardous foods” is provided in the Interpretation sub-section of Standard SF-20. In Standard PD-1D, “food utensils” include dishes, cups, eating utensils, and food-preparation utensils not heated, at least to boiling, in the cooking process.

In Standard PD-1E, procedures for conducting overnights or trips to natural areas should include at least appropriate group-size limits, recommendations for use of biodegradable products, and proper disposal of refuse and human

MANDATORY (PD-1A)

Does not apply if overnights, trips, or excursions are never taken in day, resident, or short-term camp programs.

PD-1A does not apply when camp stoves or flammable liquids are not used.

PD-1B does not apply only if all drinking water is provided from the camp's approved water supply or by a public drinking water supply.

PD-1C does not apply when food is not stored or prepared by the group.

PD-1D does not apply when disposable food utensils are used exclusively or if food utensils are not carried by the group.

PD-1E does not apply when campsites or natural areas are not used for overnights or trips.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

waste. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on environmental policies and resources.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of training and implementation.

WRITTEN DOCUMENTATION IS REQUIRED



PD-2 OUTDOOR OPPORTUNITIES

Does the campsite have natural resources and outdoor-recreation options that are used to enrich an outdoor-living experience? YES NO

INTERPRETATION: A foundational principle of ACA is to promote the utilization of the natural world to help campers grow and appreciate their surroundings. This standard requires the intentional use of the outdoors as a program environment for education and inspiration. Natural areas for outdoor programs, located either on the site or in close proximity to the site, must be available and utilized on a regular basis.

COMPLIANCE DEMONSTRATION: Visitor observation of natural resources or recreation areas; director/staff description of use.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PD-3 ENVIRONMENTAL PRACTICES

Has the camp evaluated the environmental impact of its activities and programs, and implemented procedures to minimize any detrimental effects? YES NO

INTERPRETATION: The intent of this standard is that camps model appropriate practices and behaviors that are sensitive to the environmental concerns of our planet. Camps need to think through all activities and programs to determine any possible damage or impact to the environment. With activities such as mountain biking, horseback riding, snowmobiling, use of motorized vehicles, motor boating, etc., efforts should be made to eliminate not only physical damage, but also visual and noise impact on the camp and other affected areas. Camps also need to be aware of the fact that even low-impact activities, such as walking in the woods on a regular basis can impact the natural environment.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on environmental policies and resources.

COMPLIANCE DEMONSTRATION: Director/staff explanation of evaluation process and resulting procedures; visitor observation of practices.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PD-4 PROGRAM EQUIPMENT

Does the camp implement a system that requires camp program equipment be:

PD-4A: Regularly checked for safety, maintained in good repair, and stored in a manner to safeguard effectiveness? YES NO

PD-4B: Appropriate to the size and ability of the user? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: “Program equipment” includes all equipment utilized to carry out both general and specialized program activities, such as archery, sports, outdoor living skills, crafts, backpacking, or other specialized activities.

Camps should establish procedures concerning how often equipment is checked and by whom. Storage locations should be dry and provide protection from weather, rodents, etc. Appropriate equipment storage should be determined by consulting with authoritative sources. In this regard, the ACA website, www.acacamps.org, should be consulted for a list of commonly used authoritative sources.

COMPLIANCE DEMONSTRATION: Director/staff explanation of procedures used; visitor observation of selected program equipment as stored and used.



PD-5 USER GROUPS—CONDITIONS

Does the camp have written evidence that user groups are advised of any conditions for use, safety guidelines, supervision requirements, warnings, or restrictions for program activities, equipment, and facilities available to them? YES NO

INTERPRETATION: “Written evidence” includes signs, trail markers, posted regulations or restrictions, and written materials provided to user groups, as appropriate. For some activities, such as hiking or tennis, which are generally considered part of participants’ common experience, addressing factors such as hours for use and precautions may be sufficient. Other activities such as horseback riding, cross-country skiing, or tobogganing may require more specific information or warnings about trail difficulty or hazardous conditions.

“Conditions for use” may include such matters as the use of participant waivers, permission forms, and expectations for behavior or proper use of equipment. Camps should specify ratios and type of supervisors required for certain activities or facilities, such as the requirement of adult supervisors for youth in recreation facilities.

If the camp allows user groups to utilize specialized activity facilities or equipment (e.g., archery equipment or ropes course elements) without camp staff leadership, supervisory requirements and conditions for use should at least be consistent with those specified in the standards for camp use. Restrictions or conditions specified may be combined with written requirements for Standard OM-19.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on permission forms and waivers.

COMPLIANCE DEMONSTRATION: Visitor observation of written or posted information; director explanation of system utilized to inform user groups.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp never serves user groups or never provides program equipment or facilities for user groups.

Applies to:
• **User-group programs**

CAMPS WITH DAY, RESIDENT (INCLUDING TRIP/TRAVEL PROGRAMS),
AND SHORT-TERM RESIDENTIAL PROGRAMS

If a camp *NEVER* provides day, resident, or short-term residential programs,
Standards PD-6 through PD-14 *DO NOT APPLY*.



PD-6 CAMP GOALS AND OUTCOMES

To help to provide a quality camp experience has the camp:

PD-6A: Established a written statement of overall goals for participants?
YES NO

PD-6B: Identified, in writing, specific observable behavioral outcomes that address the developmental needs of campers?
YES NO

PD-6C: Provided materials and training strategies for staff to help campers achieve established outcomes in the camp program?
YES NO

PD-6D: Informed parents and campers of the goals of the camp experience?
YES NO

INTERPRETATION: Goals express the purpose of the camp's operation. For some camps, their goals and expected outcomes may be articulated in their mission statement. From these broad goals, the camp can determine specific outcomes that are desired as a result of participating in the camp activities and experiences. If goals of a national organization are used, they must relate to desired outcomes for the specific camp and clientele. Outcomes for short-term programs may be different than those for a day or extended-stay resident camp.

Outcomes are measured or observed changes in the behavior of the campers. For example, changes may be seen in a camper's relationship to other campers or a camper's willingness to assume responsibility. Changes may also be observed in attitudes or in values, as expressed by a person's choices or use of language. Behavioral changes may be observed at camp and even later observed by the parent of the camper.

Outcomes are the indicators or observable evidence of the achievement of a goal. For example, if the goal is "to develop the decision-making skills needed to succeed in a constantly changing world," a desired outcome might be "campers practice making individual and group decisions." Some indicators of meeting this outcome include that campers are able to choose the appropriate clothes to wear without help and that staff observe individuals participating in the planning for their cookout.

Parents and campers should be informed of the goals of the camp. Sharing information concerning the nature of the outcomes is also encouraged so parents and campers may more easily evaluate the effect of the camp experience. This communication can be accomplished through the promotion and registration materials, as well as by specific correspondence with parents and other adults working with the campers. In the case of religious or agency

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

camps, it may be helpful to communicate the camp goals and expected outcomes to religious leaders and agency staff who will follow up with the camper after the camp experience.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on program goals and outcomes.

COMPLIANCE DEMONSTRATION: Visitor observation of written goals and expected outcomes and of schedules and materials used in training staff in this area; visitor observation of promotional pieces or specific communication to parents and campers regarding goals and outcomes; director/staff description of goals and outcomes desired.

WRITTEN DOCUMENTATION IS REQUIRED



PD-7 CAMP EXPERIENCE EVALUATION

To improve the quality of the camp experience, does the camp have written evidence of multiple sources of feedback on the accomplishment of the established outcomes related to all aspects of program and operation?

YES NO

INTERPRETATION: Through a number of methodologies, the system of evaluation addressed in this standard should seek feedback from campers, parents, and other stakeholders on both their satisfaction with the camp experience and evidence of achievement of the goals through observable outcomes. A camp can employ a number of ways to measure the achievement of outcomes, for example:

- Observing and recording behavioral changes
- Staff meetings
- Camper and parent written evaluations (related to all aspects of camp – program, administration, facilities, food service, staff, etc.)
- Conversations with campers/counselors/parents
- Camper council
- Focus groups
- Telephone interviews
- On-line feedback
- Written surveys

While any one of the aforementioned sources of feedback could help provide guidance to improve a particular aspect of camp, the use of multiple sources will create the most accurate assessment of the overall experience and will enhance the achievement of established outcomes. “Written evidence” is documentation that the processes are being implemented (for example, date of focus groups, schedule defining camper council activity, staff meeting agendas) and does not refer to the documentation of the content of the feedback sessions. It is important for the camp to receive feedback on its operational management issues (e.g., quality of food, cleanliness of the facilities, efficiency of registration process) given their potential impact on both program quality and the achievement of behavioral outcomes for the camper.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on measuring outcomes using multiple data sources.

COMPLIANCE DEMONSTRATION: Visitor observation of written evidence of different methods in practice to evaluate outcomes; director/staff description of evaluation processes.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

PD-8 PROGRAM VARIETY

Does the camp offer multiple program activities that implement camp goals and provide campers the opportunity to experience progression, challenge, and success?

YES NO

Does not apply to short-term residential programs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The intent of this standard is that each camper experience a variety of activities that provide the opportunity for progression, challenge, and success. This requirement may involve a natural progression that comes with practice and guidance, such as swimming, horseback riding, canoeing, or archery. It may also include activities that are made available as levels or abilities (e.g., "the 12-year olds get to go on an overnight trip," "campers who succeed on the climbing wall can climb the rock face the next time.").

COMPLIANCE DEMONSTRATION: Director explanation or visitor observation of program activities.



PD-9 CAMPER INVOLVEMENT IN PROGRAM PLANNING

Does the camp encourage the involvement of campers in the Program Design through the following practices:

PD-9A: The camp program is flexible, as evidenced by the willingness to modify its schedule, and by its encouraging spontaneous activities? YES NO

PD-9B: The camp provides intentional opportunities for campers to practice decision-making in program and group-living activities? YES NO

INTERPRETATION: For Standard PD-9A, staff must be trained to respond to “teachable moments” and to modify schedules both for weather and other unforeseen situations, as well as to take advantage of a learning opportunity for the campers. Staff need to know the level of freedom and boundaries for spontaneous activities.

For Standard PD-9B, staff must be trained to help campers make developmentally appropriate choices in their activities and daily-living experiences. Programs need to be structured to offer opportunities for campers to make decisions, appropriate to the camper’s capabilities and to the activity.

COMPLIANCE DEMONSTRATION: Director/staff explanation of training for staff, of opportunities for spontaneous programming, and camper decision-making.

Does not apply to short-term residential programs.

Applies to:

- Day camps
- Resident camps



PD-10 SOCIAL DEVELOPMENT

Does the camp program provide specific activities that are designed to help campers develop socially? YES NO

Does not apply to short-term residential programs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The camp community provides an exceptional opportunity for growth in social awareness and skills for campers. To be effective, the camp must identify social growth as a goal and foster specific activities or experiences to provide the greatest opportunity for age-appropriate social development to take place. Staff must be trained to lead the activities, and be aware of the observable outcomes that indicate that campers are increasing in social development.

COMPLIANCE DEMONSTRATION: Director/staff explanation of training for staff; description of opportunities for social growth to take place in the programs and living experiences.



PD-11 ACTIVITY INFORMATION AND PERMISSION

Does the camp have a process to inform campers and their parents or guardians of the nature of anticipated camp activities and to gather signed permission from parents or guardians for minors participating in those activities? YES NO

INTERPRETATION: Consent for minors to participate should be based on an informed understanding of the activities in which the camper will be participating. Camps may publish information about typical activities in a brochure or in a pre-camp packet, for example. Activities that are not generally familiar to parents, such as rock climbing or rafting, should be noted in written or verbal information about the camp, before permission to participate is gathered. For short-term programs, activities may be listed or described on a flyer or communicated in a meeting with parents prior to the camp trip.

When program activities are away from the campsite, camps may wish to notify parents of certain relevant matters, such as the type and frequency of communication with the camp. If activities offered are under the supervision of someone else (e.g., swimming at the county pool where the county's guards are in charge, or use of another camp's ropes course), such a change in supervision should be noted.

Informing campers and parents, and gathering signed permission provides protection to the camp in situations where the parent might say, "If I had known that, I would not have allowed my child to participate." Though not required by the standard, gathering the camper's signature may also serve as notification of the nature of camp activities and the camper's responsibility to follow safety guidelines and procedures.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on permission forms.

COMPLIANCE DEMONSTRATION: Director description of process: visitor observation of randomly selected signed permission forms.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**

PD-12 ENVIRONMENTAL ACTIVITIES

Does the camp include, in each age group served in day and resident camp programs, structured activities that:

- Help campers feel comfortable in the natural environment,
 - Build appreciation for and knowledge of ecological principles, and
 - Develop an awareness of and responsibility for practices that have minimal impact on the environment?
- YES NO

Does not apply to short-term residential programs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: The staff should be aware of ways to help new and less-experienced campers feel comfortable, in control, and secure in their new environment. Each age group should have opportunities to learn about the natural world and practice responsible behavior, such as recycling, water conservation, appropriate use of firewood, use of biodegradable soaps and other products, appropriate waste disposal, proper trail use, environmental education activities, etc.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on environmental policies and resources.

COMPLIANCE DEMONSTRATION: Director/staff explanation of practices and programs; visitor observation of practices and programs.

PD-13 EMERGENCY INFORMATION

Does not apply if out-of-camp activities never occur.

Does not apply to trips of three nights or more which must be scored in the PT section.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

Does the camp implement a policy that specifies when the leader of out-of-camp activities must possess emergency information for each member of the group, that includes:

- Copy of health history,
 - Insurance information, if available, and
 - Signed permission-to-treat forms or a signed religious waiver exempting the participant from medical treatment?
- YES NO

INTERPRETATION: Out-of-camp activities include trips to museums, ball games, overnight sites, staffed public facilities, etc., when groups are away from the resources of the camp for a period of time. Overnight camping trips of two nights or less are scored in this standard. Longer trips (i.e., three nights or more) are scored in the PT section. This standard does not require that emergency information must always be with out-of-camp groups on short trips. It does, however, require the camp to have a policy indicating when such records are to be with the group.

COMPLIANCE DEMONSTRATION: Director/staff description of policy and implementation.

PD-14 DETAILS AND DESIGNATED PERSON

Does the camp require the following details for out-of-camp activities be planned in advance and made known to a designated person remaining in the main camp:

- Roster of participants,
- Departure and return times,
- Inclement weather plans,
- Route to be taken, and
- Plans for communications with the designated person in the main camp?

YES NO

INTERPRETATION: "Roster of participants" may be a complete list or a previously identified group (e.g., patrol, cabin, unit, etc.), with any exceptions noted. "Plans for communications" should identify the times and means of contact that are planned in advance and made known to all parties. This requirement should be coordinated with the communication plan established in Standard OM-15.

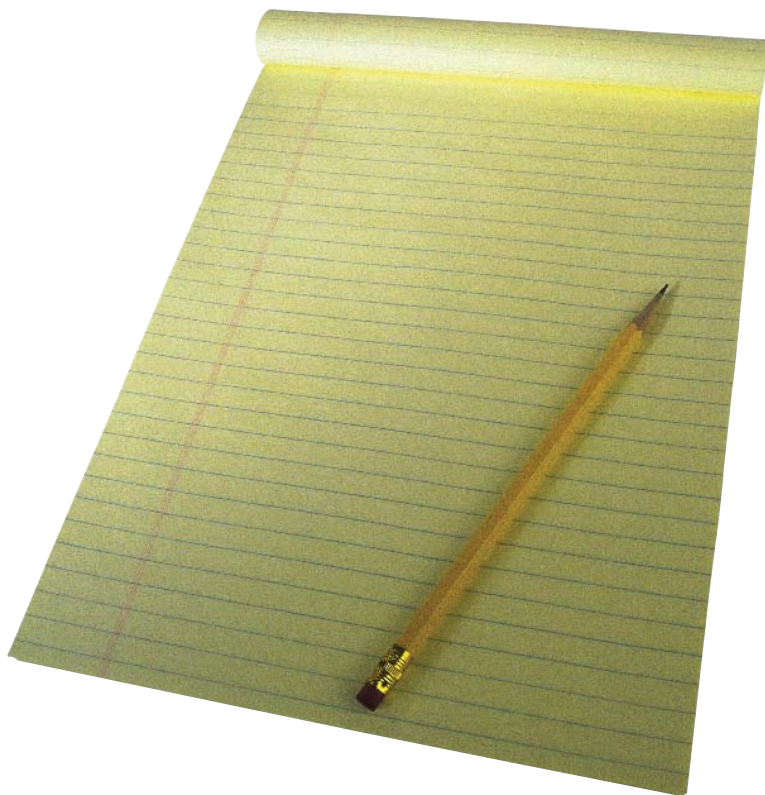
COMPLIANCE DEMONSTRATION: Director/staff explanation of procedures and implementation.

Does not apply if out-of-camp activities never occur.

Does not apply to trips of three nights or more, which must be scored in the PT section.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs



SPECIALIZED PROGRAM ACTIVITIES

(Note: Aquatics, adventure/challenge, and horseback riding are scored in separate sections.)

This subsection of the Program Design and Activities section applies to any specialized program activity offered by the camp for campers, staff, or user groups, whether on camp property, at public sites or facilities, or on the property or facilities of another camp, when the program activity meets one or more of the following criteria:

- The activity utilizes equipment, animals, or tools whose use by campers requires supervision by a person skilled in their use (e.g., archery, bicycles, all-terrain vehicles, go-karts, gymnastics, power tools, model rocketry, lacrosse, and shooting sports).
- The activity involves camper use of fire (e.g., building fires for cookouts), or camper use of heat-producing equipment or substances (e.g., wood-burning tools or kilns).
- The activity requires injury-protection equipment (e.g., helmets, goggles, or padding) as used in endeavors such as wrestling or fencing.

add paintball

A camp that offers multiple programs that meet these criteria (e.g., bicycling and gymnastics) must meet the standards for *EACH* of those specialized activities. Noncompliance in *ANY* activity under a particular standard results in a "NO" score for the standard, even if other activities comply.

The standards involving specialized program activities are scored for activities conducted or arranged by the camp for campers and staff, or for user groups for whom the camp is providing staff leadership and equipment. If user groups are providing their own leaders or equipment for specialized program activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for circumstances when they utilize their own leadership or equipment. (See Standard PD-5.) Camps should consider the requirements for specialized program activities when establishing guidelines for user groups.

Standards PD-15 through PD-18 are applicable to all camps that provide specialized program activities for campers, staff, or groups. As such, camp staff are responsible for the activities and equipment. If camps use only staffed public facilities or providers, and specialized activities are never conducted or arranged by the camp, Standards PD-15 through PD-18 *DO NOT APPLY*.

PD-15 SUPERVISOR QUALIFICATIONS

Does the camp provide an overall supervisor for each type of specialized activity who is an adult with certification or documented training and experience in that type of activity? YES NO

INTERPRETATION: The intent of this standard is that there be at least one person in camp who is certified/documented/experienced in each of the activities offered, who is helping supervise the conduct of each identified activity. This person should have the knowledge and experience to make appropriate judgments concerning participants, equipment, facilities, safety considerations, supervision, and procedures for the activity. This supervisor should provide training and supervision to enable specialized-activity leaders to carry out their responsibilities but does not necessarily need to be present at each activity. Documentation of training must be available for each type of activity if more than one is identified (e.g., archery and riflery).

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for the Specialized Program Activity Checklist.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of certification or training and experience for each type of specialized activity offered.

WRITTEN DOCUMENTATION IS REQUIRED

PD-16 STAFF SKILL VERIFICATION

Does the camp have written evidence that the skills of each staff member to teach or assist in specialized program activities are verified and evaluated by the camp prior to leading activities? YES NO

INTERPRETATION: It is the camp's responsibility to verify the skills of those staff working with specialized program activities, based on recommendations of authoritative sources. Staff should be evaluated prior to leading any specialized activities. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on staff skill verification.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of skills evaluation; director/staff explanation of the process.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PD-17 SUPERVISION OF ACTIVITY LEADERS

Does the camp have documentation of regular observations by supervisors to verify that specialized activity leaders:

- Enforce established safety regulations,
- Provide appropriate instruction to participants,
- Identify and manage environmental and other hazards related to the activity, and
- Apply appropriate emergency procedures related to the activity and the participants?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: A critical factor in a camp's level of effectiveness is its staff. An essential determinant of staff effectiveness is appropriate training, in addition to supervision, reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors document observations of leaders conducting program activities with participants. Such documentation may include checklists, copies of performance evaluations, or notes taken by supervisors. "Regular observations" refers to scrutinizing the behavior and actions of specialized activity leaders on a schedule determined by the camp, based on factors such as the complexity of the program, length of season, and background of instructors.

This standard differs from Standard HR-20 in that this requirement specifically covers the documented observation of staff members who are leading program activities with participants. Standard HR-20 deals with the general supervision of camper/staff interaction and does not require documentation.

"Supervisors" of specialized-activity leaders may have different titles, such as activity specialists, head instructors, activity coordinators, etc. On the other hand, the supervision may be provided by a program director or camp director who has appropriate qualifications. These individuals are responsible for training and overseeing individual activity leaders or assistants.

"Established safety regulations" may include general camp safety regulations, as indicated in Standard OM-8, or those regulations that are established for a specific activity or area. "Appropriate instruction" refers to the fact that the teaching is tailored to the age, ability level, and special needs of participants. "Environmental hazards" may include those circumstances involving weather, terrain, or other natural conditions, such as animals, poisonous plants, etc.

In some situations, however, supervisors may not have an opportunity to observe staff responding to actual emergencies. Regardless, activity leaders need to be oriented to common health concerns associated with that activity, for example, preventing and treating burns if they are leading a fire-building activity. All activity leaders must fully understand how to get help when needed.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on the supervision of activity leaders.

COMPLIANCE DEMONSTRATION: Visitor observation of documentation of observation; visitor observation of randomly selected activities.

WRITTEN DOCUMENTATION IS REQUIRED



PD-18 SUPERVISION OF SPECIALIZED ACTIVITY AREAS

Does the camp have a policy in practice that controls access to all specialized-activity areas, except when a group is actively supervised by a qualified adult activity leader? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Access to specialized equipment and areas should be limited to persons under the supervision of qualified activity leaders. This provision applies to both camper and staff use of equipment and areas. "Actively supervised" means that the qualified adult is present and monitoring the activity. "Qualified" refers to the fact that, at a minimum, the activity leader meets the requirements of Standards PD-16 and PD-17. The levels of qualification may vary due to the age of participants and content of the activity. Procedures to limit access may involve such factors as scheduling, posted regulations, physical barriers, locked areas, and equipment, as appropriate.

COMPLIANCE DEMONSTRATION: Director/staff and camper explanation of staff coverage and access control; visitor observation of activities.



ALL SPECIALIZED PROGRAM ACTIVITIES IN AND OUT OF CAMP

Standards PD-19 through PD-29 are applicable to all specialized program activities, including those provided or staffed by the camp *AND* those conducted at staffed public facilities. Accordingly, all camps score Standards PD-19 through PD-29.



PD-19 OPERATING PROCEDURES

Does the camp implement written operating procedures for each type of specialized activity, based on information from authoritative sources, that include at least:

- Eligibility requirements for participation,
- Camper/staff supervision ratios,
- Identification of appropriate protective equipment,
- Safety regulations, and
- Emergency procedures?

And, when the camp is conducting the activity,

- Equipment maintenance procedures, and
- Identification of safety concerns related to the use area? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The intent of this standard is that for each of the applicable activities, ratios, safety regulations, and emergency procedures—specific to the locations, participants, and program characteristics—be established. When a camp utilizes staffed public facilities or providers, operating procedures may involve a combination of those procedures from the facility or vendor and those of the camp. For example, ratios may be established that include staff from the public facility. Furthermore, safety regulations and emergency procedures may identify some regulations from the camp for behavior management, boundaries, or emergency communication, while referencing the facility's established safety regulations for the activity.

At a minimum, "equipment maintenance procedures" should designate persons responsible for maintenance, frequency of checks, and expectations concerning equipment storage. "Safety concerns of the use area" refers to maintaining the use area free from observable hazards, employing impact-absorbing materials in key locations, etc.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on operating procedures.

COMPLIANCE DEMONSTRATION: Visitor observation of written operating procedures for each of the identified activities.

WRITTEN DOCUMENTATION IS REQUIRED

PD-20 SAFETY ORIENTATION

Does the camp require that the staff provide participants with a safety orientation, based on written procedures, before engaging in specialized program activities? YES NO

INTERPRETATION: The safety orientation should include safety rules and regulations, proper use of protective equipment, safety signals and practices to be used as appropriate, and necessary information on the characteristics and boundaries of the area. When using staffed public facilities or providers, the camp may supplement the safety orientation of the facility with specific safety regulations for campers. The safety orientation should be consistent with the operating procedures for any activity (see Standard PD-19). All rules should be covered in every orientation. "Written procedures" may be a posted sign, a checklist, or a bulleted list of items used by staff in an oral orientation.

COMPLIANCE DEMONSTRATION: Staff/camper description of safety orientation; visitor observation of written procedures for safety orientation.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PD-21 COMPETENCY DEMONSTRATION

Does the camp require that participants using equipment or vehicles be strictly monitored until competency is demonstrated? YES NO

INTERPRETATION: Due to the possible dangers involved in the misuse of equipment or vehicles, staff should monitor campers carefully while they are learning how to use these items. Staff members (from the camp or from the public facility) should provide coaching, practice, and modeling while the campers are engaged in the learning process. This provision may include monitoring the skills of spotters for gymnastics, checking the ability of drivers to control go-karts, properly wearing appropriate safety gear, etc.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PD-22 ARCHERY SAFETY

Does the camp require the following for all archery activities:

PD-22A: Archery range design that includes:

- Arrow stop(s), and a supplementary backstop or specific safety zone behind the targets,
- Clearly delineated rear and side safety buffers, known to the entire camp population, and
- Clearly defined shooting line(s)?

YES NO

PD-22B: Clear safety signals and range commands to control the activity at the firing line and during the retrieval of arrows? YES NO

Does not apply if archery activities are never provided.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Establishing safety buffers and zones around the archery range is critical to the safe operation of the activity. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. To help in this regard, camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

Safety signals and range commands are the specific directives and instructions utilized to assure the orderly and safe operation of the range. All participants must learn and follow commands to demonstrate proper respect for the potential danger involved with the unsafe use of archery equipment.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on design and activity management recommendations on archery.

COMPLIANCE DEMONSTRATION: Visitor observation of activities; staff and camper description of procedures used.



PD-23 ADDITIONAL FIREARM SAFETY

MANDATORY (PD-23A)

Does the camp require the following for all firearm activities:

PD-23A: When not in use, all firearms are stored in a locked cabinet or closet, within a locked room or inaccessible area for redundant safety; and all ammunition is stored in either a third location or container, requiring a separate key or access system?

YES NO

PD-23B: Shooting range design that includes:

- A bullet trap or a supplementary backstop and specific safety zone behind the targets,
- Clearly delineated rear and side safety buffers, known to the entire camp population,
- Clearly defined firing line,
- *A plan for dealing with spent lead bullets consistent with applicable local environmental regulations

YES NO

PD-23C: Clear safety signals and range commands to control both the activity at the firing line and during the retrieval of targets?

YES NO

INTERPRETATION: *This standard applies to all program activities that use firearms and air/pellet guns. "Redundant safety" for firearms can also be met by utilizing gun locks on each rifle or locking each one up within the gun safe. Establishing safety buffers and zones around the shooting range is critical to safe operation of the activity. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access.

Safety signals and range commands are the specific directives and instructions utilized to assure the orderly and safe operation of the range. Participants must learn and follow commands to demonstrate proper respect for the potential danger involved with the unsafe use of firearms. Although retrieval of targets is not a part of paintball activities, the expectation is that safety signals and range commands will be used to safely control the activity.

*For additional information regarding spent lead bullets, visit: www.ACAcamps.org/accreditation; select "Resources/Tools."

COMPLIANCE DEMONSTRATION: *Visitor observation of activities; director/staff description of shooting range design and plan for dealing with spent lead bullets; staff and camper description of safety procedures used.

Does not apply if firearm (e.g., rifle, pistol, or shotgun) activities are never provided.

***PD-23 does not apply to paintball.**

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

PD-24 PROTECTIVE HEADGEAR

**MANDATORY
(ALL)**

PD 24A

Does not apply if bicycling activities are never provided.

PD 24B

Does not apply if motorized vehicle activities are never provided.

***Does not apply to golf carts.**

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

Does the camp require that helmets be worn by all participants (staff and campers) when engaged in:

PD-24A: Activities involving bicycling? YES NO

PD-24B: Activities involving any kind of motorized vehicle? YES NO

INTERPRETATION: PD-24A requires helmets to be worn in any program activity that involves bicycling on any surface provided by the camp, the camper, or a vendor. This standard does not apply to riding four-wheeled pedal bikes. If bicycle riding occurs outside of a program activity, helmets are not required to be worn, but all riders are encouraged to wear helmets as a way to model good safety practices. Standard PD-24B includes any program activity involving motorized vehicles such as motorcycles, motor bikes, go-karts, ATVs, etc.

Helmets should be appropriately sized and designed specifically for the activity being conducted, given that helmet construction standards vary for different activities. Helmets may be supplied by the camp or by a staffed public facility or vendor.

COMPLIANCE DEMONSTRATION: Visitor observation of activities; staff and camper description of helmets required.

PD-25 GO-KART SAFETY

Does not apply if go-karts are never used.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

Does the camp require that go-karts be equipped with roll bars and restraint devices?

YES NO

INTERPRETATION: Camp go-karts, as well as go-karts at public facilities, must be properly equipped. Such equipment should include the required roll bars and appropriate restraint devices, such as seat belts, harnesses, and restraining bars.

COMPLIANCE DEMONSTRATION: Visitor observation of go-karts; director/staff description of policy's implementation.

PD-26 ATV SAFETY

Does the camp have required policies concerning the use of ATVs that include:

- ATVs operated by persons under the age of 16 are equipped with engines smaller than 90cc and steps have been taken to control the speed capability of these vehicles,
- No passengers are allowed, and
- ATVs are not operated on paved or public roads? YES NO

INTERPRETATION: Camps that choose to utilize ATVs in their programming endeavors (in camp or at a public facility) should be familiar with safety studies and should strictly adhere to the recommendations of manufacturers and safety groups, such as the Consumer Product Safety Commission, concerning ATV safety. Restrictions in the size and power of ATVs are required because young campers generally do not have the physical size and coordination essential for safely operating such vehicles, according to manufacturers. In addition, young campers may not have the experience and judgment necessary to operate a motorized vehicle.

While three-wheeled ATVs are no longer manufactured, a few still exist and are in use. However, the use of three-wheeled ATVs is widely banned by almost all organizations and groups that work with youth. In fact, many youth organizations prohibit the use of any ATVs (including four-wheeled ATVs) by their participants.

COMPLIANCE DEMONSTRATION: Visitor observation of ATVs in use; director/staff description of use and procedures.

Does not apply if ATVs are never used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



PD-27 BOARDING AND SKATING SAFETY APPAREL

MANDATORY
(PD-27A)

Does the camp require campers and staff in all boarding, in-line skating, and hockey activities to wear, at a minimum, the following safety gear:	
PD-27A: Helmets?	YES NO
PD-27B: Knee and elbow pads?	YES NO

Does not apply if skateboarding, snowboarding, mountain boarding, in-line skating, or hockey are never provided.

PD-27B does not apply if snowboarding is the ONLY activity provided.

- Applies to:
- Day camps
 - Resident camps
 - Short-term resident programs
 - User-group programs

INTERPRETATION: The standard refers only to boarding activities that take place on land—skateboarding, snowboarding, mountain boarding, etc. It does not refer to wakeboarding. “Skating” includes any kind of activity on wheeled skates, such as roller blading and in-line skating. It does not include roller skating in an indoor rink. Hockey includes both roller hockey and ice hockey, but does not include field hockey or floor hockey.

Safety gear should be appropriately sized and designed specifically for the activity being conducted, given that construction standards for such equipment vary with different activities. Wrists guards and gloves are also recommended, although not required by the standard. Safety gear may be supplied by either the camp or the staffed public facility or provider.

COMPLIANCE DEMONSTRATION: Visitor observation of activities; staff/camper description of safety gear required.



PD-28 PUBLIC PROVIDER OF SPECIALIZED ACTIVITIES

Does the camp have a policy to select only provider(s) of specialized program activities who:

PD-28A: Provide an adequate number of instructors/leaders whose qualifications have been verified by the provider? YES NO

PD-28B: Utilize equipment that is appropriate in size and type and is in good repair? YES NO

INTERPRETATION: Information about the facility's instructor qualifications, equipment, and operating procedures may be found in promotional materials or in the leasing/use agreement, or may be verified by personal observation and inquiry by a camp representative. Qualifications, ratios, and procedures for the public provider of specialized activities must be consistent with those recommended by appropriate authoritative sources.

COMPLIANCE DEMONSTRATION: Director description of policy and procedures used in selection.

Does not apply if the camp never uses staffed public facilities or providers for specialized program activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs



PD-29 CAMPER SUPERVISION OFF-SITE OR WITH PUBLIC PROVIDERS

Does the camp require staff who accompany campers to specialized activity facilities off-site or with public providers to be trained on written procedures that specify their supervisory roles and responsibilities?

YES NO

Does not apply if the camp never uses staffed public facilities or providers for specialized program activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: When campers are at specialized activity facilities off-site or with public providers who bring instructors and equipment to the camp, staff must know their supervisory responsibilities. Their training should clarify responsibilities for such things as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff explanation of training and supervision practice

WRITTEN DOCUMENTATION IS REQUIRED



PROGRAM— AQUATICS



Section PA

STANDARDS FOR CAMP ACCREDITATION

Many camps offer aquatic activities as a major program element for campers. Swimming and boating activities take place in and on pools, ponds, lakes, rivers, oceanfronts, and creeks. Safety is a central concern in all aquatic activities. Accordingly, the Aquatics standards set high expectations for trained and certified supervision, appropriate safety precautions, and well-planned emergency procedures.

APPLICABILITY

The Aquatic standards are to be applied to all instructional and recreational aquatic activities, including, but not limited to, swimming, boating, waterskiing, sailboarding, SCUBA diving, rafting, waterpark activities, tubing, diving, and synchronized swimming.

The Aquatic standards may not be applicable to activities conducted near bodies of water or in shallow water, if the water depth or conditions are such that a person in the water (intentionally or unintentionally) could be helped by someone trained in elementary, nonswimming forms of rescue. However, if lifeguarding precautions may be required due to water depth or conditions (such as the water current or temperature), the Aquatic standards apply. For example, fishing activities that take place from a pier with no protective railing may require a guard if the water is more than a few feet deep. Likewise, fishing activities at the edge of a gently sloping pond may be supervised by noncertified personnel with appropriate training.

The Aquatic Standards are applicable to:

- Standards PA-1 through PA-29 both in and away from camp, as such:
 - ✓ In camp: facilities and aquatic programs under the supervision of either camp staff or user-group personnel.
 - ✓ Away from camp: aquatic activities occurring away from the camp when camp staff are responsible for supervision of the activity.
- A camp that uses only staffed public facilities or providers for aquatic activities must score Standards PA-30 through PA-36.
- A camp that has aquatic activities in camp *AND* uses staffed public facilities or providers for some activities must score Standards PA-1 through PA-36.
- Aquatic activities occurring as part of trip or travel programs (three nights or more) are scored under the Trip and Travel standards.

The use of commercial vessels operated by licensed personnel, such as ferries and fishing boats for hire, need *NOT* be scored under the aquatic standards. However, even when the Aquatics standards are not scored, administrators should consider the requirements of the standards when selecting activities and locations.

OVERALL AQUATICS MANAGEMENT

The provisions in this subsection of the Program Aquatics standards apply to all aquatic activities, including swimming and watercraft activities, staffed by the camp *AND* by user groups. On the other hand, Standards PA-1 through PA-29 *DO NOT APPLY* to camps that use *ONLY* staffed public facilities and *NEVER* conduct aquatic activities of their own or provide aquatic facilities for user groups.



PA-1 AQUATICS SUPERVISOR QUALIFICATIONS

To provide overall supervision to the aquatic facility, staff, and program operation of each aquatic area, does the camp provide a staff member who meets the following qualifications:

PA-1A: Certification — holds or has evidence of having held one of the following certifications:

- Lifeguard training from a nationally recognized certifying body, or
- Swim Instructor certification from a nationally recognized certifying body, or
- Instructor or Instructor Trainer rating from a nationally recognized boating or watercraft organization, or
- Equivalent certification? YES NO

PA-1B: Experience or training — has at least six weeks previous experience in a management or supervisory position at a similar aquatic area or has completed additional aquatics management or supervision training from a nationally recognized aquatics organization? YES NO

PA-1C: Age — is at least 21 years old? YES NO

INTERPRETATION: While having someone with a current certification is essential, having a qualified, experienced individual oversee and administer aquatics programs is even more important. Certification alone does not indicate that an individual has administrative experience in the broader aspects of aquatic management. Different aquatic activities in camp, such as swimming and watercraft activities, may have separate staff persons serving in this function, or one person may be supervising all aquatic areas.

“Additional aquatics management or supervision training” goes beyond lifeguard training and is intended to provide training in facility management and personnel supervision.

The ACA website, www.acacamps.org, should be consulted for information on certifying bodies.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s); director/staff description of qualifications.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp never provides aquatic personnel.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-2 SUPERVISION OF ACTIVITY LEADERS

Does the camp have documentation of regular observations by supervisors to verify that aquatic activity leaders:

- Enforce established safety regulations,
 - Provide appropriate instruction, and
 - Identify and manage environmental and other hazards related to the activity?
- YES NO

Does not apply if the camp never provides aquatics personnel.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: A critical factor to staff effectiveness is appropriate training, followed by supervision and the provision of reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors document their observations of leaders who are conducting aquatic activities with participants. Such documentation may include checklists, copies of performance evaluations, and notes taken by supervisors.

This standard differs from Standard HR-20 in that this requirement deals specifically with documented observation of staff members who are leading aquatic activities with participants. Standard HR-20 addresses the general observation of camper/staff interaction.

"Supervisors" of aquatic activity leaders may have different titles, such as waterfront director, sailing specialist, pool director, lake activity coordinator, etc. These supervisors are responsible for training and overseeing individual aquatic activity leaders or assistants.

"Regular observations" refers to observing the aquatic activity leaders on a schedule determined by the camp, based on factors such as the complexity of the aquatics program, length of season, and background of the aquatics staff.

"Established safety regulations" may include general camp safety regulations detailed in Standard OM-8 and/or those regulations established for a specific activity or areas in Standard PA-5. "Other hazards" may include equipment hazards, such as chlorine leaks, and hazards associated with the physical condition of participants (endurance, tiredness, and cold, etc.). "Management" of hazards may include marking dangerous areas, reminding campers of boundaries, getting equipment repaired, having rest breaks for swimmers, and so forth.

COMPLIANCE DEMONSTRATION: Visitor observation of documentation; visitor observation of randomly selected activities.

WRITTEN DOCUMENTATION IS REQUIRED

PA-3 LOOKOUTS

Does the camp implement policies that require:

- Lookouts be oriented to their responsibilities,
 - Lookouts be required to demonstrate elementary forms of nonswimming rescue?
- YES NO

INTERPRETATION: The orientation for lookouts should include procedures for enforcement of safety regulations, the role and responsibility of lookouts in assisting with accident and emergency procedures, and expectations for routine aquatics supervision.

COMPLIANCE DEMONSTRATION: Director/staff explanation of procedures being implemented.



Does not apply when lookouts are not used or if the camp never provides aquatics personnel.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-4 SUPERVISION RATIOS

Does the camp implement written procedures that specify:

PA-4A: Minimum ratios of aquatic-certified persons and lookouts on duty for each type of aquatic activity? YES NO

PA-4B: Ratios for supervision of campers and youth groups that require a minimum of two staff members at all times, at least one of whom is an adult? YES NO

PA-4C: All aquatic-certified persons and lookouts be attentive to their responsibilities at all times and be located in positions from which they can continuously observe and readily assist participants? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Ratios for each activity should be established in accordance with the type of activity, the area, and the characteristics of the participants. Camps may seek the recommendations of authoritative sources. When user groups provide their own aquatics personnel, they must be advised of the camp's aquatic supervision and ratio requirements.

The intent of Standard PA-4B is to ensure that at least two trained persons are available at all times and at least one of the staff members is 18-years old or older. In many situations, only one of these persons needs to be certified, if the second person has been trained to carry out secondary duties (e.g., maintaining surveillance, clearing the area, contacting additional help, etc.) in the event of an emergency situation. "Staff members" in this standard may be from either the camp or the user group.

In Standard PA-4C, "certified persons and lookouts" need to be readily available in guard chairs, on docks, in boats, etc., depending on the activity and the area.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on supervision ratios for aquatic activities.

COMPLIANCE DEMONSTRATION: Visitor observation of written ratios and/or written advice to user groups; visitor observation of randomly selected aquatic activities; director/staff description of procedures to provide required coverage.

WRITTEN DOCUMENTATION IS REQUIRED

PA-5 SAFETY REGULATIONS

Are safety regulations:

PA-5A: Established in writing by the camp for all aquatic activities?
YES NO

PA-5B: Communicated:

- When the camp provides aquatics personnel – participants are oriented to regulations prior to their participation, and/or
 - When user groups provide aquatics personnel – user-group personnel are provided with written regulations with instruction to orient group members prior to their participation?
- YES NO

INTERPRETATION: Safety regulations should be specific to the aquatic area and activity, and may include those provisions established to meet other standards, such as minimum ratios (Standard PA-4), safety systems (Standard PA-9), lookout responsibilities (Standard PA-3), evaluation and classification of participants (Standard PA-10), and use of PFDs (Standard PA-24). Safety regulations may also include such factors as weather restrictions, pool rules, watercraft rules, navigation rules, diving restrictions, safety signals or commands, warning systems, behavior rules, and nonswimmer restrictions. The use of water-recreation equipment, such as inflatable, floating trampolines and towable sleds may require specific safety regulations.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on safety regulations.

COMPLIANCE DEMONSTRATION: Visitor observation of written safety regulations; director/staff description of orientation procedures; visitor observation of written instruction to user groups, when applicable.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-6 EMERGENCY PROCEDURES

Does the camp have emergency procedures that have been:

PA-6A: Established in writing by the camp for all aquatic activities?

YES NO

PA-6B: Rehearsed or communicated:

- When the camp provides aquatics personnel — camp aquatics personnel periodically rehearse the written procedures, and/or
- When user groups provide aquatics personnel — user-group personnel are provided with written procedures that identify at least:
 - ✓ Features and hazards of aquatic areas available,
 - ✓ Emergency and rescue equipment available,
 - ✓ Location of nearest phone, and
 - ✓ Emergency resource contact information?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Procedures and rehearsals should be specific to each aquatic area and the activities conducted in a particular area. "Features and hazards" of aquatic areas include such factors as currents, submerged rocks, shallow areas, boundaries of swimming and watercraft areas, and so forth. When user groups provide their own aquatics personnel, camps must have a procedure for informing those responsible for the safety of user groups of the safety procedures and equipment available to them.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of rehearsals; visitor observation of written information for user groups, when applicable.

WRITTEN DOCUMENTATION IS REQUIRED



PA-7 FIRST-AID KITS

Does the camp have a first-aid kit, stocked with emergency supplies appropriate to the location including personal protective equipment, accessible to each aquatic area? YES NO

INTERPRETATION: The extent of first-aid supplies immediately available to those individuals who will be providing first-aid assistance may depend on the location of additional emergency help and supplies. For example, a first-aid kit at the lake or river may need to be more extensive than one at a pool that is located next to the camp health center. Staff-supervised groups going off-site must be sure to carry appropriate emergency supplies. "Personal protective equipment" to prevent the spread of bloodborne pathogens should include at least a pocket mask or other breathing barrier and disposable gloves.

COMPLIANCE DEMONSTRATION: Visitor observation of first-aid kits at aquatic areas.

Does not apply if the camp never provides aquatic personnel.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



PA-8 IMPAIRED MOBILITY PROCEDURES

To protect campers with mobility impairment around bodies of water, including those who use wheelchairs, does the camp have written safety procedures in practice that include:

- Policies that address those occasions when support equipment is removed from persons using a wheelchair. This may include straps, seat belts, trays, or other devices that safely secure the person in the chair.
- On docks, on pool decks, or near any body of water, a specific means of preventing accidental access to the water? YES NO

Does not apply if the camp never serves persons with any kind of impaired mobility near bodies of water (natural or constructed).

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: The intent of the standard is for the camp to design and implement precautions to protect the safety of all participants, regardless of mobility needs and level of independence. Those occasions when support equipment is removed from persons using a wheelchair would include when they are riding in a small craft, or when there is the possibility of their entering the water. "Preventing accidental access to the water" may be accomplished through a physical barrier around the pool, on the dock, or adjacent to a natural body of water. It may also be achieved through special staff supervision or other appropriate means.

The documented safety practices must be designed for the specific types of mobility impairment of the campers served. These should be included as part of the safety regulations (see Standard PA-5) and given to user groups.

COMPLIANCE DEMONSTRATION: Written safety procedures utilized and instruction to user groups; visitor observation when possible.

WRITTEN DOCUMENTATION IS REQUIRED



PA-9 SAFETY SYSTEMS

Does the camp require that safety systems to quickly account for all participants be used at all aquatic activities? YES NO

INTERPRETATION: The "buddy system" is a common example of a tracking or safety system for swimmers. Other systems may be employed to meet this standard. Tag boards and equipment checkout systems may be more appropriate for boating or other aquatic activities. When user groups provide their own supervision for aquatic activities, they must be advised to use safety systems and informed of any equipment available (such as a buddy board) to support the camp's established system.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected aquatic activities; director/staff description of the system(s) in use and instruction to user groups.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-10 PARTICIPANT CLASSIFICATION

Does the camp implement a system to:

- Evaluate and classify participants' swimming abilities, and
- Assign participants to areas, equipment, facilities, and activities commensurate with their abilities?

YES NO

INTERPRETATION: A swim test is not necessarily implied for all activities. Participants may be interviewed and placed in appropriate activities or areas until their actual skills are demonstrated. For example, for short-term recreational swims, procedures may specify that participants must remain in shallow water until they demonstrate their ability to swim a certain distance (i.e., before they are allowed in deeper water). When user groups provide their own aquatics personnel, they must be advised of camp requirements for evaluation and use of equipment.

Even if assignment to the activity presumes a beginner or nonskilled level in swimming for everyone, individuals should still be evaluated to identify any fears or circumstances that could affect their safety.

COMPLIANCE DEMONSTRATION: Director/staff description of evaluation and assignment procedures, and instruction to user groups.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-11 SWIMMING POOLS

Do camp swimming pool(s) meet the following:

PA-11A: Minimum safety criteria:

- Access to pool is controlled by a fence or other physical barrier,
- Water depths are clearly marked,
- Routine maintenance procedures appear to be in practice to address sanitation and safety concerns, and
- Pool rules are posted in a visible location? YES NO

PA-11B: Rescue equipment is readily available and in good repair?

YES NO

Does not apply if the camp does not have a swimming pool.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: "Sanitation and safety concerns" include such factors as appropriate chemical storage, covered drains, nonskid decks, ladders and diving boards in good repair, clear water, and absence of dirt, debris, and algae. Some states require a certified pool operator to manage camp pools. A person with this certification typically has training in pool chemistry, testing, treatment, filtration, maintenance, government requirements, etc.

"Pool rules" may address such directives as no glass in pool area, no running, no diving in shallow end, etc. At a minimum, "rescue equipment" should include reaching devices, rescue tubes, and a backboard that meets the minimum specifications established by rescue and training organizations.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on swimming pools.

COMPLIANCE DEMONSTRATION: Visitor observation of pool area, with posted rules and rescue equipment; staff description of maintenance and sanitation procedures.

WRITTEN DOCUMENTATION IS REQUIRED

PA-12 NATURAL BODIES OF WATER

Do the natural bodies of water used for aquatic activities in the camp meet the following:

PA-12A: Minimum safety criteria:

- Access is controlled to docks, watercraft, and equipment,
- Rules for use of aquatic areas and equipment are posted in a visible location,
- Known hazards are eliminated or activities near them are controlled,
- Facility equipment is regularly checked and maintained, and
- Separate areas are designated for aquatic activities?

YES NO

PA-12B: Rescue equipment is readily available and in good repair?

YES NO

INTERPRETATION: Controlling access to bodies of water does not necessarily imply physical barriers, but may also include methods such as education and posting regulations. Access to watercraft and equipment may be more easily controlled with locks and barriers.

"Hazards" in bodies of water at camp, such as drop-offs, currents, and submerged objects, should be eliminated whenever possible or clearly designated with warnings. "Facility equipment" includes items such as docks, ladders, secured rafts, diving boards, etc. A system for safety checks and regular maintenance should be in place for camp equipment.

"Areas for separate activities" (e.g., boating, swimming, waterskiing, fishing, etc.) may be designated by physical markers or made known to campers and staff by education, regulations, or scheduling. Swimming areas should have a clearly defined shallow area for nonswimmers and defined areas for diving, if permitted. Swimming areas for nonswimmers may be defined by ropes, buoys, booms, or deck markings; diving areas may be marked or posted, or designated in regulations. "Rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

COMPLIANCE DEMONSTRATION: Visitor observation of aquatic areas with posted rules; director/staff description of procedures in use.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp does not have a natural body of water.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

PA-13 AQUATIC SITES AWAY FROM CAMP

Does the camp have written policies in practice for the use of pools, waterparks, or natural bodies of water away from camp that require:

PA-13A: The following conditions be met:

- Campers and staff are oriented to rules and boundaries,
- Trained staff assess water and weather conditions to identify possible hazards and determine appropriate activities,
- Camper access is limited, as appropriate, and
- Facility and equipment appear to be in good repair?

YES NO

PA-13B: Rescue equipment is readily available and in good repair?

YES NO

PA-13C: Camp staff accompanying campers are trained on their supervisory roles and responsibilities?

YES NO

Does not apply if the camp never takes campers to aquatic sites away from camp.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Camp staff are responsible for instructing or guarding aquatic activities at pools, beaches, lakes, and rivers, and for general camper supervision, according to the written policies and procedures established by the camp. Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation.

Trained staff must evaluate possible hazards in pools and other bodies of water and limit access and activities as appropriate. Such hazards include waves, rip tides, currents, lightning, and winds.

"Controlling access" may involve such approaches as education and scheduling. For example, at a public beach, the camp may want to designate specific times for camp participants to be in the water.

"Facility and equipment" include structures and apparatus such as docks, ladders, secured rafts, diving boards, watercraft, PFDs, etc. Camp staff may need to limit activities if the equipment is in obvious disrepair. "Rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

Written procedures for the supervision of campers at aquatic sites away from camp need to clarify camp staff responsibilities for such factors as location, behavior management, communication, and health-related matters. Responsibilities of staff will vary, depending on location, type of activity, and clientele.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies/procedures; director/staff description of areas and procedures in use; staff explanation of training and supervision

WRITTEN DOCUMENTATION IS REQUIRED

SWIMMING

The provisions in this subsection of Program Aquatics apply to recreational and instructional activities, such as aquatic exercise, diving, surfing, snorkeling, skin diving, and water slides, as well as swimming. All swimming activities in camp, whether staffed by the camp or staffed by user groups, and all swimming activities away from the camp that are staffed by the camp are scored in Standards PA-14 through PA-19. If *NO* swimming activities occur, or if camps use *ONLY* staffed public facilities for swimming, Standards PA-14 through PA-19 *DO NOT APPLY*.



PA-14 SWIM LIFEGUARD CERTIFICATION

**MANDATORY
(ALL)**

To guard each swimming activity, does the camp provide, or is each user group advised in writing to provide, a person who has current certification as a lifeguard by a nationally recognized certifying body?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to both instructional and recreational swimming activities. Staff use of aquatic facilities during their free time is covered in Standard PA-16. SCUBA activities are scored in Standard PA-18. This standard applies to all situations where the camp provides aquatic personnel. Camps must be aware of the 2005 U.S. Department of Labor ruling that lifeguards 15-years old or younger cannot guard at natural bodies of water.

This standard applies to nonstaffed public facilities (e.g., hotel pools, state park beaches, etc). In such situations, camps should use their own staff who must meet the requirements of this standard.

The ACA website, www.acacamps.org, should be consulted for information on certifying bodies for lifeguards.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards, documentation, and/or written instructions to user groups; director/staff description of implementation; visitor observation of randomly selected swimming activities.

WRITTEN DOCUMENTATION IS REQUIRED



PA-15 SWIM LIFEGUARD SKILLS

MANDATORY (ALL)

Does the camp have written documentation that every camp lifeguard has demonstrated skill in rescue and emergency procedures specific to the aquatic area and activities guarded? YES NO

INTERPRETATION: These skills must be verified and documented by the camp aquatics supervisor. The intent of this standard is to help assure that lifeguards can execute the skills represented by the certification that they hold, and to be sure that they have the appropriate training and skills to perform rescues in the type of water/location (e.g., pool, lake, ocean, river, whitewater, etc.) and type of activities being guarded. In some cases, additional certification may be required, as in surf or whitewater conditions. Skills of the aquatic supervisor may be evaluated by his/her supervisor or another currently certified lifeguard. When lifeguards are trained at the camp facility, the camp should have the lifeguard trainer demonstrate competency in the skills essential for that particular campsite. When lifeguards are NOT trained at the camp facility, the camp should have the lifeguards demonstrate competency in the skills essential for that particular campsite.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for lifeguard skills and rescue verification checklist.

COMPLIANCE DEMONSTRATION: Visitor observation of completed skill checklists/verification documents specific to the aquatic area and activities guarded; and/or written instructions to user groups; director/staff description of skill verification process.

WRITTEN DOCUMENTATION IS REQUIRED



Does not apply if the camp only serves user groups who provide their own lifeguards.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-16 STAFF SWIMMING

MANDATORY (ALL)

For camp STAFF use of swimming facilities, does the camp implement a written policy that requires certified lifeguards be present at all times, and do procedures specify when guards or lookouts must be out of the water?

YES NO

Does not apply if the camp's swimming facilities are never available for staff use.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: Camp policy may state no staff use during times when regular activities and guards are not scheduled. Factors such as age, type of facility, size of group, time of day, and regular aquatic schedule should be considered.

Staff use of swimming facilities is primarily a seasonal staff concern. The standard is not intended to regulate use of aquatic facilities by year-round resident site staff and their families, who swim at times not connected to camp programming. Leaders or staff with user groups are considered part of the group, as such, and are subject to the requirements for groups (see Standards PA-14, PA-15).

COMPLIANCE DEMONSTRATION: Visitor observation of written policy; director/staff description of procedures.

WRITTEN DOCUMENTATION IS REQUIRED



PA-17 FIRST AID/CPR

MANDATORY (PA-17B)

Does the camp require, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate swimming location (e.g., pool, lake, river) who has:

PA-17A: Certification from a nationally recognized provider in first aid, including training on bloodborne pathogens? YES NO

PA-17B: Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g., pocket masks)? YES NO

INTERPRETATION: The certified staff member may be from the camp or the user group. Camps must advise user groups of this requirement in the contract with them or by other written instructional means.

Certification dates should be verified for currency, since CPR must be renewed every one or two years and most first-aid and aquatics certifications are valid for three years. For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies for first aid and CPR.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s); observation of written instruction to user groups.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED



PA-18 SCUBA DIVING ACTIVITIES

**MANDATORY
(ALL)**

Whenever SCUBA diving occurs, does the camp provide, or are user groups advised in writing to provide:

- For any SCUBA activities involving noncertified divers, an adult with a current SCUBA Instructor rating from a nationally recognized certifying body, and
- For SCUBA activities in which ALL participants are dive-certified, an adult with at least a current Divemaster certification from a nationally recognized certifying body?

YES NO

Does not apply if SCUBA diving does not occur.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Because supervision and rescue skills required for SCUBA diving activities are specialized and different than those for other aquatic activities, the certifications for the supervising adult must be appropriate to the activity. The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies for SCUBA diving.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s); observation of written instruction to user groups.

WRITTEN DOCUMENTATION IS REQUIRED



PA-19 SWIMMING LESSONS

For all instructional swimming activities, does the camp provide or are user groups advised in writing to provide:

PA-19A: A swim instructor with certification from a nationally recognized certifying body or equivalent certification? YES NO

PA-19B: A lifeguard or lookout who is out of the water continuously watching over the activity if the instructor is in the water with participants? YES NO

PA-19C: Noncertified instructional assistants who function under the direct supervision of a certified instructor, follow the specific directions of that instructor, and have demonstrated elementary rescue skills? YES NO

Does not apply if swimming lessons are not provided.

PA-19C does not apply if noncertified instructional assistants are not used.

INTERPRETATION: A swimming instructor does not necessarily have to be certified as a lifeguard. Accordingly, if the instructor is not also a lifeguard, an additional certified lifeguard is necessary to maintain compliance with mandatory Standard PA-14. If the instructor in the water is also a lifeguard, a lookout may be used. "Noncertified instructional assistants" are teaching assistants without current instructor certification who are under the immediate supervision and direction of the certified instructor.

The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies for lifeguards.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards; director/staff description of procedures; observation of written instruction to user groups; visitor observation of swimming lessons.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED



WATERCRAFT ACTIVITIES

Watercraft activities include all use of small craft (e.g., canoes, sailboats, rowboats, kayaks, rafts, paddleboats, personal watercraft, motorboats, and fishing boats). These activities also include boardsailing, tubing, waterskiing, rafting, etc. However, bumper boats are not included as watercraft activities and should be scored as a specialized activity.

All watercraft activities in camp, staffed either by the camp or by user groups, and all watercraft activities away from camp that are staffed by the camp are scored in Standards PA-20 through PA-29. If *NO* watercraft activities occur, or if the camp uses *ONLY* staffed public facilities or providers for watercraft activities, Standards PA-20 through PA-29 *DO NOT APPLY*.



PA-20 WATERCRAFT GUARD CERTIFICATION

MANDATORY (ALL)

To guard each watercraft activity for day and resident camp programs and for youth groups, does the camp provide, or is the user group advised in writing to provide, a person who holds one of the following:

- Current instructor rating in the appropriate craft from a nationally recognized certifying body, or
- Current lifeguard training from a nationally recognized certifying body, or
- Other acceptable certification or license?

YES NO

INTERPRETATION: All boating activities in day and resident camps must have an appropriately certified person on duty with rescue skills commensurate with the activity and the aquatic location. Because most lifeguard training courses are pool-based, camps must be certain staff also have appropriate boating training and rescue skills (see Standard PA-21).

“Current” means within the period of time designated for the certification or licensure by the certifying body. “Other acceptable certification or license” includes certifications and licenses accepted by ACA to meet the certification requirements of this standard. For example, persons certified in whitewater rescue are deemed to have acceptable certification for those activities that take place on whitewater. The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies for watercraft guards.

Youth groups include youth-user groups, as well as short-term residential programs provided by camp for youth. User groups should be advised in contracts or other written instructions of appropriate certification requirements for aquatic personnel.

This standard also applies to nonstaffed public facilities. In these situations, the camp staff accompanying the campers must meet the requirements of this standard.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards/licenses and/or written instruction to user groups; visitor observation of randomly selected watercraft activities.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

PA-21 WATERCRAFT RESCUE SKILLS

**MANDATORY
(ALL)**

Does the camp have written documentation that every camp watercraft guard has demonstrated skill in water rescue and emergency procedures specific to the type of water and activities being conducted?
YES NO

Must be scored for all day and resident camps and youth user groups.

Does not apply only if the camp serves all-adult or family user groups only.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: “Documented skills and training” in water rescue and emergency procedures refers to the ability to execute rescue skills in the location of the activity (e.g. lake, ocean, river, etc.) and specific to the watercraft being supervised. Because certification courses to meet lifeguard requirements sometimes do not include rescue and emergency training specific to the craft and location of a particular campsite, camps may need to provide or arrange for additional skills training.

The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies that offer training courses appropriate to the requirements imposed by this standard. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for watercraft rescue skills verification checklist.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of skills and training for specific location and watercraft.

WRITTEN DOCUMENTATION IS REQUIRED



PA-22 WATERCRAFT SAFETY FOR STAFF, ALL-ADULT GROUPS, FAMILIES

**MANDATORY
(ALL)**

For staff, all-adult groups, and families with parent(s) present and supervising use of watercraft, does the camp have written evidence that participants are:

- Supervised by certified personnel (see Standard PA-20), or
- Instructed to implement written procedures that specify:
 - ✓ PFDs be worn by all persons at all times,
 - ✓ Safety regulations be followed, and
 - ✓ A designated checkout system is utilized?

YES NO

INTERPRETATION: This standard requires that the procedures in either the first or the second bulleted option are followed. “Staff use of watercraft” is primarily a seasonal staff concern. The standard is not intended to regulate use of watercraft by year-round resident site staff and their families whose use occurs at times not connected to camp programming. “All-adult group” means every member of the group participating in the activity is at least 18 years of age. “Family group” refers to the fact that the parent or guardian is supervising his or her own children. When other people’s children are involved, Standard PA-20 must be met.

The purpose of the checkout system is to assure that a responsible staff person is aware of whether any staff on their time off, adult members of a group, or families are utilizing watercraft. Accordingly, that staff person should check to see that all persons are accounted for after the activity. The checkout system may identify the participants, the equipment in use, the approximate area of use, and the time of return.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies; director/staff explanation of implementation.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply to day and resident campers and youth groups.

Does not apply if watercraft are never available for use by staff, all-adult groups, or families.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-23 FIRST AID/CPR

MANDATORY (PA-23B)

Does the camp provide, or advise user groups in writing to provide, a staff member to be on duty and accessible at each separate boating location (e.g., lake, river) who has:

PA-23A: Certification from a nationally recognized provider in first aid, including training on bloodborne pathogens? YES NO

PA-23B: Certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) that includes the use of breathing devices (e.g., pocket masks)? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The certified staff member may be from the camp or the user group. Camps must advise user groups of this requirement in their contract with them or through other written instruction. Certification dates should be verified for currency, since CPR must be renewed every one or two years, and most first-aid and aquatics certifications are valid for three years.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

The ACA website, www.acacamps.org, should be consulted for additional information on certifying bodies for first aid and CPR.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards; written instructions to user groups.

WRITTEN DOCUMENTATION IS REQUIRED



PA-24 PERSONAL FLOTATION DEVICES (PFDs) MANDATORY (ALL)

Does the camp implement a policy that PFDs that are safe for use be worn by all persons in watercraft activities? YES NO

INTERPRETATION: The standard applies to all participants in watercraft activities and to staff driving boats of any kind up to 26 feet in length. This standard *DOES NOT APPLY* to staff lifeguarding from a watercraft.

PFDs are to be worn by campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, water skiing, etc. PFDs must be appropriate for the type of water and the activity.

"Safe for use" means that PFDs are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or by individuals of certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

One exception to this standard exists. Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a non-swimmer is aboard a crew shell, he or she must wear a PFD.

The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

COMPLIANCE DEMONSTRATION: Visitor observation of PFD use in randomly selected watercraft activities; director/staff description of procedures and their implementation.

Does not apply if watercraft activities never occur.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-25 PERSONAL WATERCRAFT

Does not apply if personal watercraft are never used.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

Does the camp prohibit personal watercraft use by anyone under the age of 16? <div>YES NO</div>
--

INTERPRETATION: The use of personal watercraft in camps for other than rescue operations should be evaluated in light of environmental concerns, local regulations that may restrict their use, and recommendations of watercraft manufacturers and watercraft law administrators.

Camps that choose to utilize personal watercraft for programming should be familiar with safety studies and should adhere to the recommendations of watercraft manufacturers and safety groups, such as the Consumer Product Safety Commission. Age restrictions are required because young campers generally do not have the physical size and coordination to operate such craft safely, according to manufacturers. In addition, young campers may not have the experience and judgment necessary to operate a motorized craft. User groups must be advised of the camp's policies on personal watercraft use.

COMPLIANCE DEMONSTRATION: Director/staff description of policy and implementation; visitor observation of watercraft use.

PA-26 WATERCRAFT ACTIVITY ORIENTATION

Does the camp have procedures that specify that all persons using watercraft be provided the following training prior to use: <ul style="list-style-type: none">▪ Boarding and debarking, trimming, and movement on the craft,▪ The use of PFDs, and▪ Self-rescue in case of capsize or swamping? <div>YES NO</div>

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: This standard applies to the use of all watercraft, including sailboats, rowboats, canoes, sailboards, and rafts, as well as motorized boats by camp staff, campers, and other participants. Training may be provided by camp staff or user-group leaders. Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with the buoyancy they provide, if the participants' physical condition and/or water conditions permit. Training in self-rescue may include an actual "tip test" for appropriate craft, where conditions permit.

COMPLIANCE DEMONSTRATION: Visitor observation of randomly selected watercraft activities when possible; director/staff description of training procedures or instructions to user groups.

PA-27 WATERCRAFT INSTRUCTION

Does the camp provide or is the user group advised in writing to provide a staff person to conduct watercraft instruction who has the following qualifications:

PA-27A: Instructor rating in the appropriate craft (e.g., canoeing, sailing, rowing) from a nationally recognized certifying body OR documentation of experience indicating knowledge and skill in teaching and supervision specific to the watercraft activities conducted? YES NO

PA-27B: Instructor rating in the activity from a nationally recognized certifying body in the aquatic activity (e.g., waterskiing) OR documented experience indicating specific knowledge and skill in teaching the activity? YES NO

INTERPRETATION: The intent of this standard is to provide appropriate instructor-level supervision for boating lessons. If this person is not also qualified to “guard” the activity, camps will need a second individual to maintain compliance with Standard PA-20. The level of skill and experience required of the instructor will vary with the aquatic area and type of activity being conducted. For example, supervising rowing on a shallow pond does not require the same level of expertise as instructing waterskiing on a large lake.

COMPLIANCE DEMONSTRATION: Visitor observation of certification cards or other documentation of training and experience, or of written instruction to user groups.

WRITTEN DOCUMENTATION IS REQUIRED



Does not apply if watercraft instruction is not offered.

PA-27A does not apply if canoeing, sailing, and rowing instructional activities are not conducted.

PA-27B does not apply if other aquatic activities, such as waterskiing, boardsailing, jet skiing, etc., are not conducted.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PA-28 **MOTORIZED WATERCRAFT TRAINING**

Does the camp have written evidence that all operators and drivers are provided training prior to their use of motorboats and personal watercraft that includes:

PA-28A: Procedures for:

- Orientation to federal, state, and local watercraft laws, including speed restrictions, operator age, and carriage requirements,
- Familiarization with common “rules of the road” and boater courtesy,
- Safely loading and unloading passengers, including downed skiers, if applicable,
- Dealing with mechanical failure, and
- Refueling? YES NO

PA-28B: On-the-water training in the specific type of watercraft to be used which includes:

- Use of throttle, shift, and steering, and
- Securing the craft at pier, dock, or mooring? YES NO

Does not apply if motorized boats or personal watercraft are never used.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: “Motorized boats” includes ski boats, safety boats, personal watercraft, outboards, etc. “Carriage requirements” vary according to state and local regulations, as well as the size of the vessel. Some requirements may include minimum numbers of PFDs, bells or whistles, visual distress signals, and fire extinguishers that must be on board.

While the level or amount of training has not been specified by the standard, the intent is to provide boat-specific training even for individuals who may have experience operating motorized boats. It is particularly important for drivers to be oriented to site-specific speed limits and no-wake zones.

Training may be provided by camp staff or user-group leaders. Training records are required for camp-use motorized boats; written policies are required for user groups, if the camp is not providing supervision.

COMPLIANCE DEMONSTRATION: Visitor observation of training records for camp staff and campers or written policy for user groups.

WRITTEN DOCUMENTATION IS REQUIRED

PA-29 WATERCRAFT MAINTENANCE

Does the camp have written evidence of regular maintenance and safety checks for watercraft, including as applicable:

PA-29A: A schedule for reviewing the condition of canoes, rowboats, kayaks, sailboards, sailboats, rafts, and other nonmotorized watercraft, and YES NO

PA-29B: Written evidence of regular checks and maintenance of ski boats, personal watercraft (jet skis), powered sailboats, bumper boats, and other motorized watercraft? YES NO

INTERPRETATION: The procedures and schedule for maintenance should be established by the camp and will vary according to the type of equipment, use, and other factors specific to the camp. Reviewing the condition of nonmotorized watercraft must include additional equipment, such as paddles and sails. "Written evidence" of regular checks and maintenance on motorized watercraft may include maintenance logs, safety checklists, written procedures that specify when and who has responsibility for maintaining and checking equipment, etc.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on sample checklists for watercraft maintenance.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures, checklists, or logs; visitor observation of watercraft; director/staff description of procedures.

WRITTEN DOCUMENTATION IS REQUIRED



PA-29A does not apply if no nonmotorized watercraft and equipment are provided by the camp.

PA-29B does not apply if no motorized watercraft and equipment are provided by the camp.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

STAFFED PUBLIC FACILITIES OR PROVIDERS

The provisions in this subsection of the Program Aquatics standards apply to all swimming and boating activities at staffed public aquatic facilities and sites away from camp, including public pools and waterparks, lakes and rivers, and ocean sites. Standards PA-30 through PA-36 include vendors providing equipment, staff, and access to an aquatic site, such as a whitewater guiding company. Persons other than camp staff are responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist in the supervision of campers, but are not responsible for supervision of the activity. The standards in this subsection also include the use of another camp's staffed facility. If a camp *NEVER* uses staffed public facilities, Standards PA-30 through PA-36 *DO NOT APPLY*.



PA-30 PUBLIC PROVIDERS OF SWIMMING

Does the camp implement a written policy to use only staffed public swimming facilities or providers who have persons on duty who have:

PA-30A: Lifeguarding certification (as in Standard PA-14)? YES NO

PA-30B: Certification in first aid and CPR (as in Standard PA-17)?

YES NO

INTERPRETATION: This standard applies to all swimming activities at staffed public facilities, whether instructional or recreational. The camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard positions, or local laws or regulations. If the camp is using a nonstaffed public facility, such as an unguarded motel pool or wilderness lake, Standard PA-14 must be scored.

COMPLIANCE DEMONSTRATION: Visitor observation of written policy; director explanation of verification of guard qualifications.

WRITTEN DOCUMENTATION IS REQUIRED

MANDATORY (ALL)

Does not apply if the camp never uses staffed public facilities for swimming.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

PA-31 PUBLIC PROVIDERS OF BOATING

Does the camp implement a written policy to use only staffed public facilities for watercraft activities who have persons on duty who hold:

PA-31A: Appropriate watercraft certification (as in Standard PA-20)?

YES NO

PA-31B: Certification in first aid and CPR (as in Standard PA-23)?

YES NO

INTERPRETATION: This standard applies to all watercraft activities at staffed public facilities, whether instructional or recreational. The camp must have assurances that the qualifications required by this standard are met. Such assurances may be in a letter from the facility manager, advertised personnel requirements for guard or guide positions, or local laws or regulations. If the camp is using a nonstaffed public facility, Standard PA-20 must be scored.

COMPLIANCE DEMONSTRATION: Visitor observation of written policy; director explanation of verification of guard or supervisor qualifications.

WRITTEN DOCUMENTATION IS REQUIRED

MANDATORY (ALL)

Does not apply if the camp never uses staffed public facilities or provides for watercraft activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

PA-32 PFDs OFF-SITE OR AT PUBLIC AQUATIC FACILITIES

MANDATORY (ALL)

Does the camp implement a policy that PFDs that are safe for use be worn by all persons in watercraft activities? YES NO

Does not apply if watercraft activities are not provided.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- ~~User group programs~~

INTERPRETATION: PFDs are to be worn by all campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, ski boats, and water skiing, on sailboards used for water skiing, etc. PFDs must be appropriate for the type of water and the activity.

"Safe for use" means that life jackets are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (i.e., clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or for individuals of certain ages. The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures and implementation; visitor observation of PFD's use when possible.

PA-33 WATERCRAFT ACTIVITY ORIENTATION WITH PUBLIC FACILITIES OR PROVIDERS

Does not apply if watercraft activities are not provided.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

Does the camp have procedures that specify that all persons using watercraft be provided the following training prior to use:

- Boarding and debarking, trimming, and movement on the craft,
- The use of PFDs, and
- Self-rescue in case of capsizing or swamping?

YES NO

INTERPRETATION: This standard applies to the use of all watercraft, including sailboats, rowboats, canoes, sailboards, rafts, and motorized boats. Training in self-rescue may include an actual "tip test" for appropriate craft, where conditions permit.

COMPLIANCE DEMONSTRATION: Director/staff description of training procedures; visitor observation of randomly selected watercraft activities.

PA-34 AQUATIC SITES

Does the camp implement procedures for the use of public pools or natural bodies of water that require:

PA-34A: The following conditions be met:

- Campers and staff are oriented to rules and boundaries,
- Trained staff assess water and weather conditions to identify potential hazards and determine appropriate activities,
- Camper access is limited, as appropriate,
- Facility and equipment appear to be in good repair?

YES NO

PA-34B: Rescue equipment is readily available and in good repair?

YES NO

INTERPRETATION: Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation. Trained personnel must evaluate possible hazards in pools and other bodies of water and limit access and activities, as appropriate. Such hazards include waves, rip tides, currents, lightning, and winds.

"Controlling access" may involve such approaches as education and scheduling. For example, at a public beach, the camp may want to designate specific times for camp participants to be in the water.

"Facility and equipment" include structures and apparatus such as docks, ladders, secured rafts, diving boards, watercraft, life jackets, etc. Camp staff may need to limit activities if equipment is in obvious disrepair. "Rescue equipment" should include items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity.

COMPLIANCE DEMONSTRATION: Director/staff description of areas used and procedures in use; visitor observation of aquatic areas when possible.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**

PA-35 CAMPER SUPERVISION AT PUBLIC AQUATIC FACILITIES

Does the camp require staff accompanying campers to public aquatic facilities be trained on written procedures that specify their supervisory roles and responsibilities? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Written procedures for staff supervision of campers at aquatic sites away from camp need to clarify responsibilities for such factors as location, behavior management, communication, and health-related matters. The responsibilities of staff will vary, depending on the location, type of trip, clientele, and staff available at the aquatic facility or contracted service.

COMPLIANCE DEMONSTRATION: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED

PA-36 PERSONAL WATERCRAFT AT STAFFED PUBLIC AQUATIC FACILITIES

Does the camp prohibit personal watercraft use by anyone under the age of 16? YES NO

Does not apply if personal watercraft are never used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

INTERPRETATION: Camps that choose to utilize personal watercraft for programming should be familiar with safety studies and strictly adhere to the recommendations of watercraft manufacturers and safety groups, such as the Consumer Product Safety Commission. Age restrictions are required because young campers generally do not have the physical size and coordination to operate such craft safely, according to manufacturers. In addition, young campers may not have the experience and judgment necessary to operate a motorized craft.

COMPLIANCE DEMONSTRATION: Director/staff description of policy and implementation.

PROGRAM— ADVENTURE/ CHALLENGE



Section PC

STANDARDS FOR CAMP ACCREDITATION

For the purposes of these standards, adventure/challenge activities are those requiring spotting and/or belays. This category includes challenge and ropes course activities, spelunking/caving, climbing (walls or sites), rappelling (towers or sites), initiative activities, ~~zip lines~~, and similar activities. The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on challenge-course activities.

Should read:
..requireing
spotting and/or a
belay system.
also:
...initiate activities
(that require
spotting).

APPLICABILITY

This section applies to any adventure/challenge activities offered or arranged by the camp, whether on camp property, at public sites or facilities, or on the property or facilities of another camp.

All camps, including trip/travel camps, which include any adventure/challenge activities as a part of the program, must score the Program—Adventure/Challenge section of the standards. The standards in the PC section are applicable as follows:

- Camps with adventure/challenge facilities and activities under camp staff supervision must score Standards PC-1 through PC-15. This requirement includes camps providing adventure/challenge staff and equipment for user groups.
- Camps using staffed public facilities or providers for adventure/challenge activities must score Standards PC-12 through PC-17.
- Camps that have their own adventure challenge programs *AND* use staffed public facilities for some activities must score Standards PC-1 through PC-17.
- If user groups provide their own leaders or equipment for adventure/challenge activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see Standard PD-5). Camps should consider the requirements of the Program—Adventure/Challenge standards when establishing guidelines for user groups.

CAMPS WITH ADVENTURE/CHALLENGE STAFF AND EQUIPMENT

Standards PC-1 through PC-11 are applicable to all camps that provide adventure/challenge activities for campers, staff, or groups. Camp staff are responsible for the activities and equipment. Standards PC-1 through PC-11 *DO NOT APPLY* to camps that *ONLY* use staffed public facilities or providers and *NEVER* provide their own adventure/challenge programs.



PC-1 ADVENTURE/CHALLENGE SUPERVISOR

Are the adventure/challenge activities offered by the camp under the overall supervision of an adult staff member who has certification or documented training or experience from a recognized organization or certifying body for the type of activities offered? YES NO

INTERPRETATION: The intent of this standard is that the staff includes at least one person who is certified/documented/experienced in all adventure/challenge activities offered by the camp. This staff member supervises the conduct of each type of adventure/challenge activity. This person should have the knowledge and experience to make sound judgments concerning participants, equipment, facilities, safety considerations, supervision and procedures for the activity. This supervisor does not necessarily need to be present at each activity, but does need to provide the training and supervision necessary for activity leaders to carry out their responsibilities in each type of adventure/challenge activity.

Documentation of training must be available for each category of adventure/challenge activity, if more than one type is offered (e.g., ropes course and caving). A “recognized organization” includes national and regional resources for specific activities such as those offered by various appropriate authoritative sources or a course from a university or training center.

The ACA website, www.acacamps.org, should be consulted for a list of authoritative sources on adventure/challenge activities.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of certification, training, or experience for each type of adventure/challenge activity offered.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PC-2 SUPERVISOR QUALIFICATIONS

Does the camp's overall supervisor of adventure/challenge activities have at least six week's experience in a management or supervisory capacity in a similar type(s) of program(s)? YES NO

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: In addition to experience managing or supervising similar programs, an individual with experience assisting a supervisor of a similar program is considered appropriate to meet the requirements of this standard.

COMPLIANCE DEMONSTRATION: Director/staff explanation of qualifications.

PC-3 STAFF SKILL VERIFICATION

Does the camp have written evidence that the skills of each staff member teaching or assisting in adventure/challenge activities are verified and evaluated by the adventure/challenge director or supervisor? YES NO

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: It is the camp's responsibility to verify the skills of those staff members who are working with adventure/challenge activities, based on recommendations of authoritative sources, even for persons with certifications. Staff should be evaluated prior to leading any activities.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of skills evaluation.

WRITTEN DOCUMENTATION IS REQUIRED

PC-4 SUPERVISION OF ACTIVITY LEADERS

Does the camp have documentation of regular observations by supervisors to verify that adventure/challenge activity leaders:

- Enforce established safety regulations,
- Provide appropriate instruction to participants,
- Identify and manage environmental and other potential hazards related to the activity, and
- Apply appropriate emergency and rescue procedures related to the activity and the participants?

YES NO

INTERPRETATION: A critical factor in a camp's level of effectiveness is its staff. In turn, one of the primary keys to staff effectiveness is appropriate training, which is then subsequently augmented by supervision, reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors document observations of leaders conducting program activities. Such documentation may include checklists, copies of performance evaluations, and notes taken by supervisors. "Regular observations" refers to observing leaders on a schedule determined by the camp, based on specific factors, such as the complexity of the program, length of season, and background of instructors.

This standard differs from Standard HR-20 in that this requirement specifically addresses the documented observation of staff members who are leading adventure/challenge program activities with participants. Standard HR-20 deals with the general supervision of camper/staff interaction and does not require documentation.

"Supervisors" of adventure/challenge activity leaders may have different titles, such as activity specialist, head instructor, activity coordinator, etc. The supervision may also be provided by a program director or camp director who has appropriate qualifications. These individuals have the responsibility to train and oversee individual activity leaders or assistants.

"Established safety regulations" may include general camp safety regulations covered in Standard OM-8 and those regulations established for the specific activity or areas. "Appropriate instruction" refers to the fact that the instruction is tailored to the age, ability level, and special needs of participants. "Environmental hazards" may include those factors related to weather, terrain, or other natural conditions, such as animals, poisonous plants, etc.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Because supervisors may not have an opportunity to observe staff responding to actual emergencies, supervisors should verify that staff are aware of and fully able to undertake appropriate procedures concerning how to respond to emergencies. Staff should practice “rescue procedures” when adventure/challenge activities may require specific technical rescue procedures or equipment.

COMPLIANCE DEMONSTRATION: Visitor observation of documentation; visitor observation of randomly selected activities.

WRITTEN DOCUMENTATION IS REQUIRED



PC-5 OPERATING PROCEDURES

Does the camp implement written operating procedures for each type of adventure/challenge activity, based on information from authoritative sources, that include:

PC-5A: Eligibility requirements for participation and minimum ratios of trained staff to participants required for each type of activity?
YES NO

PC-5B: Identification of appropriate protective equipment and procedures for equipment maintenance and recordkeeping?
YES NO

PC-5C: Safety regulations and emergency and/or rescue procedures?
YES NO

INTERPRETATION: Camps that offer more than one type of adventure/challenge activity may either have operating procedures that are combined for similar activities, with exceptions noted for any differences, or have separate procedures for each activity. Ratios and procedures must be consistent with and based on recommendations of authoritative sources.

"Protective equipment" may include apparel (e.g., helmets, gloves, etc.), harnesses, or other safety gear. Operating procedures for equipment maintenance and recordkeeping should be consistent with recommendations from authoritative sources. Safety regulations and emergency or rescue procedures should be specific to the activities, staffing, location, and clientele.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for sample challenge-course procedures.

COMPLIANCE DEMONSTRATION: Visitor observation of written operating procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PC-6 ADVENTURE/CHALLENGE EQUIPMENT

Does the camp require that equipment used in adventure/challenge activities be appropriate to the size and abilities of user, and be stored in a manner to safeguard effectiveness? YES NO

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: Camp staff should follow specific guidelines from authoritative sources on sizing and storing equipment. Equipment may include apparel (e.g., helmets, gloves, etc.), harnesses, ropes, light sources for spelunking, or other gear. Storage should be available to keep equipment dry and protected from rodents. The ACA website, www.acacamps.org, should be consulted for a list of authoritative sources for adventure/challenge equipment.

COMPLIANCE DEMONSTRATION: Visitor observation of equipment storage and use; director/staff explanation of sizes available.

PC-7 EQUIPMENT MAINTENANCE

Does the camp require:

PC-7A: Safety checks of all equipment and elements prior to each use? YES NO

PC-7B: Written records of regular inspection and maintenance of all equipment and elements utilized in adventure/challenge activities? YES NO

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **User-group programs**

INTERPRETATION: Camp staff should follow specific guidelines from authoritative sources on what to look for when conducting safety checks of the equipment and elements prior to each use. "Elements" refers to stations or events in ropes courses and challenge courses, and to climbing walls, rappelling towers, zip lines, Tarzan swings, etc. Safety checks should include the terrain and area surrounding the elements. Authoritative source guidelines should also be followed on the documentation required for inspections, use, maintenance, and replacement of equipment and elements. Maintenance records for equipment include such factors as hours of use and falls on climbing and belay ropes; inspection records for harnesses, carabiners, helmets, and webbing; and purchase, cleaning, and replacement dates for equipment.

The ACA website, www.acacamps.org, should be consulted for a list of authoritative sources on equipment maintenance.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation; director/staff description of procedures for safety checks.

WRITTEN DOCUMENTATION IS REQUIRED

PC-8 ACTIVITY SUPERVISION

Does the camp have a policy in practice that any use of adventure/challenge program activity areas or equipment must be actively supervised by a qualified adult activity leader? YES NO

INTERPRETATION: Access to adventure/challenge equipment and areas should be limited to qualified activity leaders. This requirement applies to both camper and staff use of equipment and areas. "Actively supervised" means that a qualified adult is present and monitoring the activity. "Qualified" refers to the fact that, at a minimum, the activity leader meets the requirements of Standards PC-3 and PC-4. Levels of qualification may vary due to the age of participants and content of the activity. Procedures to limit access may include such factors as scheduling, posted regulations, physical barriers, or locked areas and equipment, as appropriate.

COMPLIANCE DEMONSTRATION: Director/staff and camper explanation of staff coverage and access control; visitor observation of activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PC-9 SPOTTERS AND BELAYERS

Does the camp require that spotters and belayers be:

PC-9A: Instructed in proper procedures and directly supervised until competency is demonstrated? YES NO

PC-9B: Located in positions from which they can continuously observe (spot) and quickly assist any participant? YES NO

INTERPRETATION: All adventure/challenge activities (as initially defined in this section) require some level of spotting or belaying. The level of instruction and competency required will vary, depending on the type of activity, the area, and the abilities of participants.

COMPLIANCE DEMONSTRATION: Visitor observation of activities; director/staff description of procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

CONSTRUCTED ADVENTURE/CHALLENGE AREAS

If the camp does not have a ropes course, challenge course, climbing wall, rappelling tower, zip line, or other such constructed adventure/challenge area, Standards PC-10 and PC-11 *DO NOT APPLY*.



PC-10 ACCESS CONTROL

Does the camp control access to activity areas, such as ropes courses, rappelling towers, zip lines, etc.? YES NO

INTERPRETATION: The intent of this standard is to prevent the use of those areas that may involve an undue risk of injury to participants by unauthorized or unsupervised persons, as well as to avoid potentially hazardous situations when the area is in use. Procedures for controlling access to such activity areas may include such steps as education, posted regulations, scheduling, dismantling equipment, and/or physical barriers.

COMPLIANCE DEMONSTRATION: Visitor observation of activity areas; director/staff description of access control measures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PC-11 ANNUAL INSPECTION

Does the camp have written evidence of an annual inspection by qualified personnel of adventure/challenge course elements to ensure the integrity of all hardware, materials, and equipment? YES NO

INTERPRETATION: "Qualified personnel" should have experience in the construction and evaluation of adventure/challenge courses, follow the recommendations of authoritative sources, and adhere to peer-accepted practices in their construction and inspection.

The ACA website, www.acacamps.org, should be consulted for a list of authoritative sources on adventure/challenge courses.

COMPLIANCE DEMONSTRATION: Visitor observation of written inspection report; director description of qualifications of person.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

WRITTEN DOCUMENTATION IS REQUIRED

ALL ADVENTURE/CHALLENGE ACTIVITIES IN AND OUT OF CAMP

The standards in this subsection of the Program—Adventure/Challenge section apply to all adventure/challenge activities, including those provided or staffed by the camp *AND* those conducted at staffed public facilities. All camps that offer adventure/challenge activities score Standards PC-12 through PC-17.



PC-12 FIRST AIDER

Does the camp require a staff member to be on duty at adventure/challenge activities who has current certification from a nationally recognized provider of training in first aid, including training on bloodborne pathogens?

YES NO

INTERPRETATION: “On duty” means readily available to render needed assistance. For adventure/challenge activities in camp, the first aider could be on duty in a centrally accessible area. Camps using public facilities may either bring their own certified personnel or have a written policy that mandates that only facilities with appropriately certified personnel are used. Nonmedical religious camps meet this requirement by providing a person who has the qualifications specified in writing by the religious program to handle emergency situations.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s); director/staff explanation procedure to provide coverage; and/or written policy for use of staffed public facilities.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



PC-13 SAFETY ORIENTATION

Does the camp require that the staff provide participants with a safety orientation, based on written procedures, before engaging in adventure/challenge activities?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: The safety orientation should include safety rules and regulations, proper use of protective equipment, safety signals and practices to be used as appropriate, and necessary information on the characteristics and boundaries of the area. When using staffed public facilities or providers, the camp may supplement the safety orientation of the facility with specific safety regulations for campers. The safety orientation should be consistent with the operating procedures for adventure/challenge activities (see Standard PC-5), and all rules should be covered in every orientation. "Written procedures" may be posted signs, a checklist, or a bulleted list of items addressed by staff in an oral orientation.

COMPLIANCE DEMONSTRATION: Staff/camper description of orientation procedures; visitor observation of written checklist of safety procedures.

WRITTEN DOCUMENTATION IS REQUIRED

PC-14 COMPETENCY DEMONSTRATION

Does the camp require that participants using adventure/challenge equipment or facilities be strictly monitored until competency is demonstrated?
YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Due to the possible dangers involved in the misuse of equipment or facilities, staff should monitor campers carefully as they are learning. Staff members (from the camp or from the public facility) should provide coaching, practice, and modeling as the campers strive for competency. Staff should maintain contact with participants to confirm that knots, harnesses, anchors, and other equipment are being used properly. Teaching skills progressively is a critical factor in conducting challenge activities safely and in acquiring new skills.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures.

PC-15 PROTECTIVE HEADGEAR

MANDATORY (ALL)

Does the camp implement a policy that requires the use of protective headgear by all participants when rock climbing, rappelling, spelunking, and when using high—ropes course elements or a vertical climbing wall/tower?

YES NO

INTERPRETATION: The above listed standard requires that protective headgear will be used by active participants in any above listed activities because a head injury could result from the impact of a falling rock or loose object, or hitting the head when climbing, falling or swinging. The type of headgear must be appropriate to the situation.

An active participant is defined as:

- in spelunking, anyone participating in the activity.
- in any kind of climbing or high ropes activity (including a zip line), the person on belay.

This standard applies to both indoor and outdoor climbing experiences that use a belay system. A zip line is considered a "high ropes" activity even if there are no other elements. See the Glossary for further definition of high ropes, low ropes and initiatives.

Aqua zips (zip lines that end in water) are an exception to this standard. Experts have determined that protective headgear should not be worn if zip line participants end up in the water. However, helmets should be worn if the participant is belayed to the aqua zip platform, then the helmet removed once the participant has reached the launch platform for the aqua zip line. If access to the aqua zip does not require a belay, then a helmet is not needed.

Camps are encouraged to define in their policy any other situations where they want other participants to wear helmets (i.e. belayers, persons in the "drop zone", persons waiting on real rock walls, etc.) either for safety or to model good practice.

COMPLIANCE DEMONSTRATION: Visitor observation of activities; director/staff explanation of policy's implementation.

Does not apply if climbing, rappelling, spelunking, and high-ropes or vertical-climbing wall/tower activities are never provided.

Does not apply to aqua zips if no belay system is needed.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PC-16 PUBLIC PROVIDERS OF ADVENTURE/CHALLENGE

Does the camp implement a policy to select only staffed public provider(s) of adventure/challenge activities that:

PC-16A: Provide an adequate number of instructors and leaders whose qualifications have been verified by the provider? YES NO

PC-16B: Utilize equipment that is appropriate in size and type and is in good repair? YES NO

PC-16C: Utilize facilities and areas that meet nationally recognized guidelines for construction and maintenance? YES NO

Does not apply if the camp never uses staffed public facilities or providers for adventure/challenge activities.

PC-16C does not apply if constructed elements or areas are never used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Information about the facility's instructor qualifications, facilities, equipment, and operating procedures may be found either in promotional materials for the public providers of adventure/challenge activities or in the leasing/use agreement between the provider and the camp, or may be verified by personal observation and inquiry by a camp representative. Qualifications, ratios, and procedures must be consistent with those recommended by authoritative sources. The ACA website, www.acacamps.org, should be consulted for a list of authoritative sources for information on public providers of adventure/challenge activities.

COMPLIANCE DEMONSTRATION: Director description of policy and procedures used in selection.



PC-17 CAMPER SUPERVISION WITH OFF-SITE OR PUBLIC PROVIDERS

Does the camp provide staff to accompany campers to adventure/challenge activity facilities off-site or to work with trained public providers, based on written procedures that specify supervisory roles and responsibilities of the camp staff? YES NO

INTERPRETATION: When campers are at adventure/challenge facilities off-site or with public providers who bring instructors and equipment to the camp, staff must know their supervisory responsibilities. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

COMPLIANCE DEMONSTRATION: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if the camp never uses off-site facilities or public providers for adventure/challenge activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs



PROGRAM— HORSEBACK RIDING



Section PH

STANDARDS FOR CAMP ACCREDITATION

Many camps offer horseback riding to their participants, either on the camp property or at a separate facility. As in other specialized program activities, safety is a central concern. The Horseback Riding standards set high expectations for trained supervision, appropriate instruction, and safety precautions, and well-planned emergency procedures.

APPLICABILITY

The Horseback Riding standards apply to all riding activities, including, but not limited to, English riding, western riding, trail riding, bareback riding, ring work, vaulting, and pony rides.

All camps, including trip/travel camps, that include horseback riding as a part of the program must score the PH section of the standards. The Horseback Riding standards are applicable as follows:

- Camps with horseback riding facilities and programs on camp property and under camp staff supervision score Standards PH-1 through PH-15. This requirement includes camps providing riding staff and equipment for user groups.
- Camps using staffed public facilities or providers for riding activities score Standards PH-11 through PH-17.
- Camps that have their own riding programs *AND* use staffed public facilities for some activities score Standards PH-1 through PH-17.
- If user groups provide their own riding leaders or equipment for horseback riding activities, these standards are not scored. However, user groups should be advised of any requirements or conditions for use (see Standard PD-5). Camps should consider the requirements of the Program—Horseback Riding standards when establishing guidelines for user groups.

Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

A Foundational Practice related to horseback riding is:

- Maximum workday for horses

CAMPS WITH RIDING STAFF AND FACILITIES

If only pony rides are offered (either by the camp or at staffed public facilities), Standard PH-1 is the only applicable standard unless the ponies are stabled on the property- then PH-9 and PH-10 are also applicable. Standards PH-1 through PH-10 are applicable to all camps that provide all other horseback-riding activities for campers, staff, or groups. Camp staff are responsible for the site, horses, medication, and equipment. Standards PH-1 through PH-10 DO NOT APPLY to camps that ONLY use staffed public facilities for horseback-riding and NEVER provide their own riding programs.



PH-1 PONY RIDES

MANDATORY (PH-1A)

Does the camp have procedures in practice for the conduct of pony rides that:

PH-1A: Require the use of protective headgear specifically designed for horseback riding? YES NO

PH-1B: Provide an adequate number of qualified persons assisting with mounting and dismounting, leading the horse or pony, and assisting riders, as necessary? YES NO

PH-1B: Utilize sound horses or ponies, and equipment that is appropriate in size and type and is in good repair? YES NO

INTERPRETATION: Pony rides (conducted at the camp or at staffed public facilities) are activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony. As a rule, the rider is lifted on and off the animal or mounts from a mounting platform.

"Qualified" refers to individuals who have been trained specifically to handle and control horses, to assess the level of care and assistance needed for riders, and to respond appropriately to rescue or emergency situations. The number of staff or assistants required will depend on the activities, riding area, and clientele. For riders with special needs, specific therapeutic riding training should be required for staff.

The *ACA Accreditation Standards Resource CD-ROM* should be consulted for additional information on pony rides.

COMPLIANCE DEMONSTRATION: Director/staff explanation of activity procedures; visitor observation of pony-ride activity.



Does not apply if the camp does not provide pony rides.

If the camp only offers pony rides, the rest of the section does not apply unless the ponies are stabled on the property (then also score PH-9 and PH-10).

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-2 SUPERVISOR QUALIFICATIONS

Does a staff member who meets the following qualifications oversee all horseback-riding facilities, staff, and program operations:

PH-2A: Certification — holds one of the following:

- Certification as an instructor from a nationally recognized organization or riding school, or
- Documented endorsements of successful experience in formal horseback-riding instruction? YES NO

PH-2B: Experience — has at least six-weeks management or supervisory experience at a horseback-riding facility? YES NO

PH-2C: Age — is at least 21 years of age? YES NO

Does not apply to pony rides.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

facilities for horseback-riding and NEVER provide their own riding programs.

INTERPRETATION: "Instructor" refers to the completion of courses that require skills and competency in riding and that focus on riding-instruction techniques, safety, as well as stable management.

"Documented endorsements" may include letters of reference from former employers, students, or co-workers, as well as brochures or advertisements announcing programs where the individual is listed as instructor. "Formal instruction" requires that the program for which the individual instructed was an established program that involved a systematic course of training and required a demonstration of prescribed levels of knowledge and competency.

"Experience" should include background in supervising a total operation including instruction, stable management, care and feeding of horses, scheduling, staff supervision, and equipment care.

The ACA website, www.acacamps.org, and the *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on certifying bodies for horseback-riding professionals.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card or other documented evidence; director/staff explanation of qualifications.

WRITTEN DOCUMENTATION IS REQUIRED

PH-3 SUPERVISION OF RIDING STAFF

Does the camp have documentation of regular observations by supervisors to verify that riding staff:

- Enforce established safety regulations,
- Provide appropriate instruction,
- Identify and manage environmental and other hazards related to the activity and the participants, and
- Apply appropriate emergency and rescue procedures related to the riding activities and participants?

YES NO

Does not apply to pony rides

INTERPRETATION: A critical factor concerning a staff's level of effectiveness is appropriate training that is then supported by supervision, reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors document their observations of riding staff conducting activities with participants. Such documentation may include checklists, copies of performance evaluations, or notes taken by supervisors prior to, during, or following horseback-riding activities.

"Regular observations" refers to observing the riding staff on a schedule determined by the camp, based on factors such as the complexity of the riding program, length of season, and background of riding instructors.

This standard differs from Standard HR-20 in that this requirement specifically addresses the documented observation of staff members who are leading horseback-riding activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

"Established safety regulations" may include general camp safety regulations developed in Standard OM-8 and those directives established specifically for riding activities. "Appropriate instruction" means that the instruction is tailored to the age, ability level, and special needs of the participants. "Hazards" may include such factors as trail conditions, temperament, and behavior of horses. The emotional state of participants (e.g., fear, excitement, endurance, etc.) may also constitute a potential hazard.

Because supervisors may not have an opportunity to observe staff who are responding to actual emergencies, supervisors should verify that staff are aware of and able to institute the appropriate procedures for handling possible emergencies (see Standard PH-11).

COMPLIANCE DEMONSTRATION: Visitor observation of documentation of observations; visitor observation of riding activities.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-4 STAFF SKILL VERIFICATION

Does not apply
to pony rides

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp have written evidence that the skills of each staff member teaching or assisting in horseback-riding activities are verified and evaluated by the horseback-riding director or supervisor? YES NO

INTERPRETATION: It is the camp's responsibility to verify the skills of staff members, even of persons with certifications, who are involved with horseback-riding activities, based on recommendations of authoritative sources. Staff should be evaluated prior to leading any activities.

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation of skills evaluation.

WRITTEN DOCUMENTATION IS REQUIRED

PH-5 SUPERVISION RATIOS

Does not apply
to pony rides

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

Does the camp have written policies that specify:

PH-5A: Minimum ratios of trained riding staff to participants required for each type of horseback-riding activity? YES NO

PH-5B: Ratios for supervision of campers and youth groups that include a minimum of two staff members at all times, at least one of whom is an adult? YES NO

INTERPRETATION: Ratios should be established in accordance with those recommended by authoritative sources and appropriate to the type of riding activity, the characteristics of participants, and the riding area. Camps should also consider staff use of horses and equipment during time off, days off, etc., and establish policies that may include different ratios with trained riding staff. The certified/experienced staff member who oversees the camp horseback-riding program is in the best position to determine appropriate ratios for each type of activity.

Staff should be instructed as to their location and responsibilities during specific activities. The layout of the physical facility, the instructional program, the nature of the trails, and the campers' skills are basic factors that should be considered when planning for adequate supervision.

COMPLIANCE DEMONSTRATION: Visitor observation of written policies including ratios; director/staff explanation of implementation; visitor observation of randomly selected riding activities.

WRITTEN DOCUMENTATION IS REQUIRED

PH-6 RIDING EQUIPMENT

Does the camp require that riding equipment be safety checked each day of use, and that equipment that is not in good repair be removed from service? YES NO

Does not apply to pony rides

INTERPRETATION: Riding equipment should be appropriate for its intended use and sized correctly for both rider and horse. Riding equipment, including saddles, bridles, girths, ropes, etc., should be checked carefully for such factors as excessive wear or deterioration. The equipment check should assure an adequate supply of appropriately sized equipment for participants.

COMPLIANCE DEMONSTRATION: Visitor observation of equipment in use at riding activities; director/staff description of system in use.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-7 CLASSIFYING HORSES

Does the camp require that the riding staff classify horses for various rider skill levels prior to use by participants? YES NO

Does not apply to pony rides

INTERPRETATION: Evaluating horses is an especially critical concern early in the season when they have not been ridden regularly. Animal disposition can change from year to year or with the addition of new horses. Staff should have comprehensive knowledge of the horses and their suitability for various riding levels.

COMPLIANCE DEMONSTRATION: Director/staff description of classification procedures.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-8 HORSE SUITABILITY

Does the camp require that riding staff check daily the physical soundness of each horse and remove unsound horses from the riding program? YES NO

Does not apply to pony rides

INTERPRETATION: A check for "physical soundness" includes checking for problems that may affect the performance or disposition of the horse, such as saddle sores, lameness, or a sore mouth.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures used.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-9 RIDING FACILITIES

Are the stables, corrals, paddocks, and riding rings of the camp:

PH-9A: Located away from living areas, with procedures in practice to control access? YES NO

PH-9B: Clean, free from accumulation of manure, and provided with a plentiful supply of fresh water? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Away from" means that living areas (other than those for persons caring for horses) are located far enough from livestock to avoid increased flies, insects, undue odor, increased dust and dirt, etc. Access may be controlled by such things as scheduling, education, or regulations, as well as with posted "off limits" signs and physical barriers. Campers should never be around the horses without supervision. Fresh water should be readily available, but should not create a potential safety hazard (e.g., having tubs of water inside the riding ring).

COMPLIANCE DEMONSTRATION: Visitor observation of stable and corral areas; director/staff description of procedures to maintain cleanliness and control access.

PH-10 HORSE MEDICATIONS

Does the camp require that all horse medications are:

- Handled only by persons trained or experienced in their safe use, and
- Secured in an area away from camper access and locked up when not in use? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: Medications used for horses, ponies, and other livestock are normally very potent because of the size of the animals for which they are developed. Such medications may be flavored or scented so that the animals are more receptive to their use. To avoid accidental ingestion, campers should not have access to these items.

This standard requires that all horse medications be stored under the control of the appropriate riding staff. Secured areas could include areas off limits to all people except designated staff, as well as locked cabinets or containers.

Fly spray or wipes, commonly used for horses, can be a concentrated insecticide. All users should be trained in their application.

ALL RIDING ACTIVITIES IN AND OUT OF CAMP

Standards PH-11 through PH-17 are applicable to all riding activities, including riding activities provided or staffed by the camp *AND* those conducted at staffed public facilities. Accordingly, all camps should score Standards PH-11 through PH-17.

← except pony rides



PH-11 SAFETY REGULATIONS AND EMERGENCY PROCEDURES

Has the camp established written safety regulations and emergency procedures that are specific to the horseback-riding activities offered?

YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "Safety regulations" include such factors as requirements for helmets and boots, procedures for approaching horses, spacing and distance between horses while riding, procedures for riding near and crossing public roads, facility access and use limits, trail procedures, etc. If the camp is utilizing a staffed public facility or provider, rules and procedures may be a combination of those established by the riding facility and those specified by the camp.

Emergency procedures should be developed to handle horseback riding-related accidents, such as a fall from a horse or an injury from a kick. They should also include steps for responding to emergencies, such as a runaway horse or situations occurring on trails away from the central camp area where transportation of victims must be considered. If using a staffed public facility or provider, emergency procedures may be a combination of those established by the riding facility and those specified by the camp.

COMPLIANCE DEMONSTRATION: Visitor observation of written regulations and procedures.

WRITTEN DOCUMENTATION IS REQUIRED



PH-12 SAFETY ORIENTATION PROCEDURES

Does the camp require that the staff provide participants with a safety orientation, based on written procedures, before engaging in horseback-riding activities?

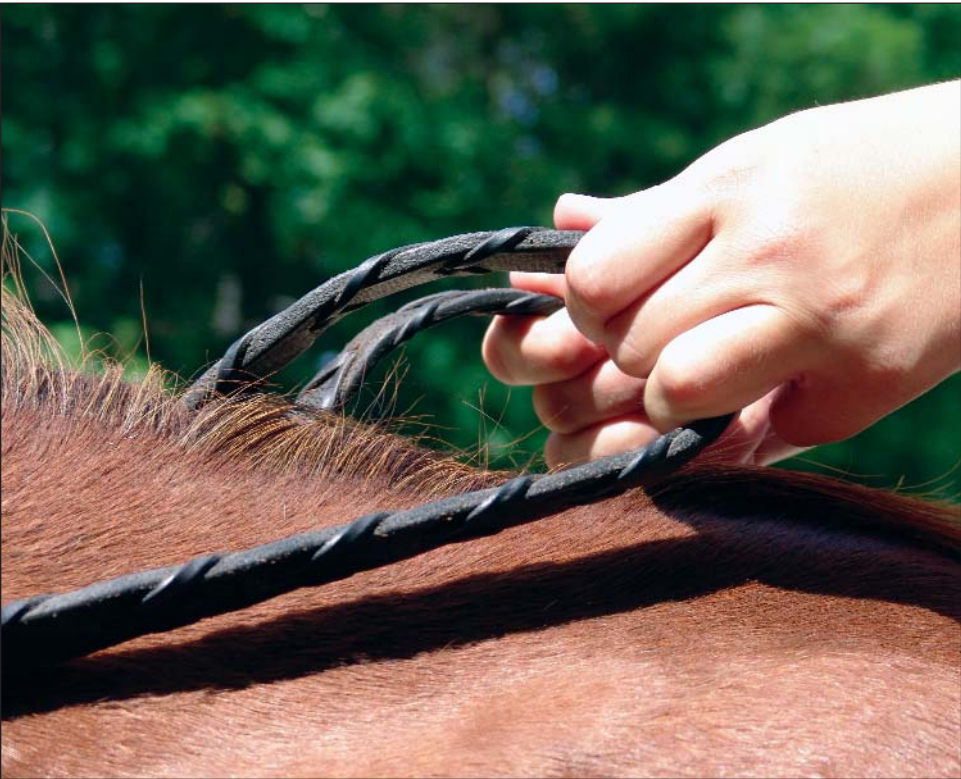
YES

NO

INTERPRETATION: The safety orientation should include safety rules and regulations, proper use of protective equipment, safety signals and practices to be used, as appropriate, and necessary information on the characteristics and boundaries of the area. When utilizing staffed public facilities or providers, the camp may supplement the safety orientation of the facility with specific safety regulations for campers. The orientation should be consistent with the safety regulations for horseback-riding activities (see Standard PH-11). All rules should be covered in every orientation. “Written procedures” may involve posted signs, a checklist, or a bulleted list of items used by staff in an oral orientation.

COMPLIANCE DEMONSTRATION: Staff/camper description of orientation procedures; visitor observation of a written checklist of safety procedures.

WRITTEN DOCUMENTATION IS REQUIRED



- Applies to:**
- Day camps
 - Resident camps
 - Short-term resident programs
 - User-group programs

PH-13 FIRST AIDER

Does the camp require a staff member to be on duty at each riding activity who has current certification from a nationally recognized provider of training in first aid, including training on bloodborne pathogens? YES NO

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: "On duty" means readily available to render needed assistance. For riding in a ring or corral in camp, the first aider could be on duty in a centrally accessible area. For trail rides, a first aider should be with the group. Camps using public facilities may either bring their own certified personnel or have a written policy that requires that only facilities with appropriately certified personnel are used. Nonmedical religious camps meet this standard by providing a person who has the qualifications specified in writing by the religious program to meet emergency situations.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s); director/staff explanation of procedures to provide coverage; and/or written policy for use of staffed public facilities.

WRITTEN DOCUMENTATION IS REQUIRED

PH-14 RIDER CLASSIFICATION

Does the camp require that riding staff:

- Evaluate and classify each participant's riding ability, and
- Assign each participant to horses, equipment, and activities commensurate with his or her ability?

YES NO

Does not apply to pony rides.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

INTERPRETATION: This standard applies to instructional and recreational riding activities for individual campers, participants, and staff. Evaluation does not necessarily require a riding test. Participants may be interviewed and assigned to appropriate horses or activities in a controlled environment. Even if assignments presume a beginner or nonskilled level for everyone, individuals should still be evaluated to identify their experience with the activity, comfort level, and/or fears that could affect their safety. Participants should demonstrate essential skills before being permitted to go on trail rides. When using staffed public facilities, camp staff accompanying groups should see that campers are evaluated and assigned appropriately.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures utilized.

PH-15 RIDER APPAREL

MANDATORY (PH-15A)

Do camp policies in practice require the following safety apparel be worn by campers and camp staff:

PH-15A: Protective headgear specifically designed for horseback riding?

YES NO

PH-15B: Shoes or boots which provide protection from:

- Injury from being stepped on by horses, and
- If stirrups are used, feet becoming wedged into the stirrup (when stirrups are not specifically designed to prevent this occurrence

YES NO

PH-15C: Long trousers?

YES NO

INTERPRETATION: This standard does not require the camp to use a particular brand of helmet, but highly recommends one that is approved by the American Society for Testing and Materials (ASTM). In consultation with authoritative sources, the camp director should determine the appropriate type of helmet, based on the type and level of activity. Most horsemanship organizations can provide a list of protective headgear that has undergone safety tests and has met minimum criteria for protection. A helmet should fit the rider comfortably, not obscure the rider's vision, and be secured with a chin strap. Vaulting while riding a horse is an exception to Standard PH-15A. Vaulting is an activity in which campers perform a combination of gymnastics and dance routines on a moving horse.

Footwear must be enclosed with a flat sole and discernible heel to prevent the foot from sliding forward through the stirrup. Any enclosed shoes, such as athletic shoes, are acceptable when tapaderos, "peacock" stirrups, or other devices designed to protect the rider's foot from slipping through the stirrup are used.

COMPLIANCE DEMONSTRATION: Visitor observation of horseback riding activity; director/staff description of policy and procedures in practice.



Does not apply to vaulting activities on a lunge line.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- User-group programs

PH-16 PUBLIC PROVIDERS OF HORSEBACK RIDING

Does not apply if the camp never uses staffed public facilities or providers for riding activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

Does the camp implement a policy to select only provider(s) of horseback-riding activities that:

PH-16A: Provide an adequate number of riding staff whose qualifications have been verified by the provider? YES NO

PH-16B: Provide physically sound horses suitable for the skill levels of participants? YES NO

PH-16C: Utilize equipment that is appropriate in size and type and is in good repair? YES NO

INTERPRETATION: Information about the facility's riding instructor qualifications, equipment, and operating procedures may be found either in promotional materials for the public provider or in the leasing/use agreement between the camp and the provider, or may be verified by personal observation and inquiry by a camp representative. Qualifications and staff-camper ratios must be consistent with those recommended by appropriate authoritative sources.

COMPLIANCE DEMONSTRATION: Director description of policy and procedures used in selection.

PH-17 CAMPER SUPERVISION OFF-SITE OR WITH PUBLIC PROVIDERS

Does not apply if the camp never uses off-site facilities or public providers for horseback-riding activities.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

Are staff accompanying campers to horseback-riding facilities off-site or with public providers trained on written procedures that specify their supervisory roles and responsibilities? YES NO

INTERPRETATION: When campers are at riding facilities off-site or with public providers who bring instructors, horses, and equipment to the camp, staff must know their supervisory responsibilities. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff explanation of training and supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED

PROGRAM— TRIP AND TRAVEL



Section PT

STANDARDS FOR CAMP ACCREDITATION

Many camps provide trip or travel opportunities for their campers, either as extensions of their day or resident camp programs or as stand-alone trip/travel programs. Small groups travel for three nights or more (many times in a wilderness setting) and rely on the leadership of only a few staff. Trip/travel groups do not have the stable, familiar resources of the camp community available to them. As a result, different procedures, training, expertise, and plans are necessary to help assure groups have rewarding, safe experiences in a wide variety of environments.

APPLICABILITY

The Trip and Travel standards apply to any program conducted or sponsored by the camp in which a group moves from one site to another for *THREE NIGHTS OR MORE*. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, horse, canoe). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments.

Because trip and travel participants stay overnight for multiple nights, trip and travel programs are considered specialty resident camp programs. Camps that offer trips must meet resident camp requirements for the trip/travel programs and participants.

Typically, three types of camps score the Trip and Travel standards:

- Exclusive trip/travel camps, whose singular specialty is trip/travel camping. Often these programs have no permanent base site and do not score the Site and Food Service standards.
- Resident camps that offer trips of three nights or more as one of their program options.
- Day camps that offer trips of three nights or more as a special program option, often for experienced or older campers.

Most trip/travel activities involve transportation and contact with the public. Requirements of applicable standards in the Transportation and Operational Management sections apply to trips, and should be considered by directors when planning such activities.

If, while tripping, traveling, or touring, campers also participate in specialized program activities, such as horseback riding, rock climbing, bicycling, etc., the appropriate sections of the standards are also applicable and scored. Aquatic activities, on the other hand, on trips of three nights or more, are scored in the Trip and Travel section, rather than in the Aquatics section. Overnight and short trip activities of two nights or less (whether on or off camp property) are scored on the Program Design and Activities standards. It should be noted that the requirements for certified *EMERGENCY AND FIRST AID PERSONNEL* on trips are specified in the Health and Wellness section of the standards.

Foundational Practices

Standards that were initially examples of best practices in the industry have become so accepted that they are considered foundational practices. Some have also been adopted as regulations and laws by local, state, and national bodies. These practices continue to be important to the delivery of a positive camp experience. It is assumed that they are in practice as applicable in every camp. The annual review of these foundational practices is scored in Standard OM-1.

Foundational practices related to trip/travel experiences include:

- Permits and fees
- Water bottles



PT-1 TRIP ORIENTATION

MANDATORY (PT-1B)

Are all campers and staff required to participate in a pre-trip orientation that includes at least:

PT-1A:	General information on:		
	<ul style="list-style-type: none">• Safety regulations and emergency procedures for each activity conducted,• First-aid procedures,• Health and sanitation practices,• Practices to protect the environment,• Areas that are off limits, and• Rendezvous times and places?	YES	NO
PT-1B:	Specific information and training on how and where to obtain medical and emergency assistance on the trip?	YES	NO

INTERPRETATION: “Pre-trip” orientation refers to an orientation conducted before leaving the base site or location or, for camps with no base camp, during the first meeting of the group on the trip.

The training for Standard PT-1B could include communication plans, pre-planned contact points, what to do if separated from the group, identification of types of emergency assistance available in the trip area, and methods for obtaining assistance. The exact locations of assistance may be communicated in various forms, including maps which are marked with locations, addresses and phone numbers of known emergency medical facilities, the phone number of the base camp or program office, and locations where phone or other emergency access is possible.

COMPLIANCE DEMONSTRATION: Director/staff description of orientation, information, and training provided.

- Applies to:**
- Day camps
 - Resident camps

PT-2 AQUATIC SUPERVISOR QUALIFICATIONS **MANDATORY (ALL)**

Does the camp have written evidence that all aquatic activities on trips are guarded and supervised by a staff member who has documented skills and training in water rescue and emergency procedures specific to the location and the activity, and

- For watercraft activities, has:
 - ✓ Instructor rating in the appropriate craft, or
 - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
 - ✓ Other acceptable certification or license; and
- For swimming activities, has:
 - ✓ Certification as a lifeguard from a nationally recognized certifying body, or
 - ✓ Acceptable certification other than lifeguard, as in the section on watercraft activities, and the participants are wearing PFDs?

YES NO

Does not apply if aquatic activities never occur during trip/travel programs.

Applies to:

- **Day camps**
- **Resident camps**

INTERPRETATION: “Staff member,” for the purpose of this standard, refers to a camp staff member or a staff person of the outfitter or aquatic organization/facility who is providing the instruction or supervision of the activity. If persons other than camp staff are on duty at the activity, the camp must have assurances that the qualifications required by this standard are met. Such assurances may be in the contract for services, in a letter from the facility manager, in the advertised personnel requirements for guard or guide positions, or from local laws or regulations.

Documented skills must specifically address water-rescue skills appropriate for the activity, the craft, and the type of aquatic area in use (e.g., white-water rafting, deep-lake canoeing, open-water sailing). Because most lifeguard training courses are pool-based, camps must be certain staff also have appropriate boating training and rescue skills. Certification courses listed may or may not include rescue and emergency training specific to the craft and location. Therefore, camps may need to provide or arrange for additional training to meet the requirements of the standard.

“Other acceptable certification or license” means recognized by an ACA-approved certifying body as appropriate for the specific aquatic activity or area. The ACA website, www.acacamps.org, should be consulted for information on certifying bodies.

With regard to the section on swimming activities, the expectation of all national aquatic organizations is that all swimming activities must be guarded by a trained lifeguard. If a certified lifeguard is not available on the trip, participants must wear PFDs to swim. If PFDs are not available (i.e., nonboating trip), swimming can occur only if a certified lifeguard is present.

COMPLIANCE DEMONSTRATION: Visitor observation of certification card(s) or licenses and documentation of skills; written evidence of policy for public facilities or service provider; director/staff description of policy's implementation.

WRITTEN DOCUMENTATION IS REQUIRED



PT-3 TRIP LEADER QUALIFICATIONS

Does the camp require that each trip and travel group be led by a staff person who:

PT-3A: Possesses documented:

- Skills relevant to the trip or travel activities,
- Endorsements or observations of good judgment and ability to assume leadership independently,
- Experience or training in appropriately handling camper behavior, and
- Experience on trips of similar size, duration, locale, mode of travel, and program focus?

YES NO

PT-3B: Is at least 21 years of age?

YES NO

Applies to:

- **Day camps**
- **Resident camps**

INTERPRETATION: The intent of this standard is that one designated leader on each trip must meet both the skill/experience requirements and the age requirement. "Documented" evidence of qualifications may include evaluations of the staff member from previous trips, letters of reference referring to the requirements of the standard, evaluations from those individuals who trained the staff member, or staff performance reviews from previous summers.

COMPLIANCE DEMONSTRATION: Director/staff explanation of leader qualifications; visitor observation of documentation of skills and experience.

WRITTEN DOCUMENTATION IS REQUIRED



PT-4 SUPERVISION RATIOS

Does the camp require that each trip and travel group be accompanied by:

- At least one staff member, in addition to the leader, *or* if a group has a total of six or fewer participants who are all at least 14 years of age and have been selected and prepared to share leadership responsibilities and meet emergency situations, a minimum of one qualified trip and travel leader, and
- Sufficient staff to meet or exceed camper/staff ratios that have been established in writing?

YES NO

INTERPRETATION: A "qualified" trip/travel leader is one who meets the qualifications of Standard PT-3. Refer also to Standard HW-1 that specifies requirements for certified first-aid personnel on trips.

"Camper/staff ratios" should be no less than the minimums identified in Standard HR-9, and should be based on the activity, the area the trip involves, and the characteristics and skills of the participants.

COMPLIANCE DEMONSTRATION: Director/staff description of trip staffing procedures; visitor observation of written ratios.

WRITTEN DOCUMENTATION IS REQUIRED

Applies to:

- Day camps
- Resident camps



PT-5 TRIP STAFF TRAINING

Does the camp have written evidence that trip/travel staff have been provided training, specific to the geography, climate, activities, and participants, to:

- Assess safety concerns and potential hazards of the activities,
 - Enforce safety regulations and provide necessary instruction, and
 - Handle potential emergency situations?
- YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: "Training" may come from experience in leading similar programs, sessions conducted during staff orientation, and leadership development programs designed to train or certify trip/travel leaders.

COMPLIANCE DEMONSTRATION: Director/staff description of training provided; visitor observation of documentation of training.

WRITTEN DOCUMENTATION IS REQUIRED



PT-6 EVALUATIONS OF TRIP LEADERS

Does the camp have a system for evaluating trip and travel leaders that documents that they:

- Enforce established safety regulations,
- Provide appropriate instruction,
- Identify and manage environmental and other hazards related to the activity, and
- Apply appropriate emergency and rescue procedures related to the activity and the participants?

YES NO

INTERPRETATION: The key to a camp's effectiveness is its staff. A key to staff effectiveness is appropriate training, followed by supervision, reinforcement, coaching, correcting, and instruction, as needed. The intent of this standard is that supervisors compile or gather evaluative feedback on the performance of trip and travel leaders on a regular basis. Supervisors of trip and travel activity leaders may have different titles, such as trip director or tripping specialist. On the other hand, responsibility for trip and travel supervision may be assigned to a program director or camp director who has appropriate qualifications. The supervising person has the responsibility to train and oversee individual trip/travel leaders or assistants.

Because supervisors often cannot observe leaders on the actual trip, evaluations may include such items as observation of staff/camper interactions during pre-trip and post-trip activities, feedback from other staff, self-evaluation forms, and evaluations or feedback from participants. Written evidence of evaluation may include checklists or forms, copies of performance evaluations, or notes taken by supervisors.

This standard differs from Standard HR-20 in that this standard deals specifically with the evaluation of and documentation of the evaluation of staff members who are leading program activities with participants. Standard HR-20 deals with general supervision of camper/staff interaction and does not require documentation.

With regard to this standard, "established safety regulations" may include general camp safety regulations developed in Standard OM-8 and/or those regulations established for the specific trip and travel activity or areas. "Appropriate instruction" refers to instruction that is tailored to the age, ability level, and special needs of the participants. In this instance, "environmental hazards" generally include those factors that pose a degree of health or safety risk to the participants related to weather, terrain, public environments, or other natural conditions such as animals, poisonous plants, etc. Finally, staff should rehearse "rescue procedures" when trip/travel activities may require specific technical rescue procedures or equipment.

Applies to:

- Day camps
- Resident camps

COMPLIANCE DEMONSTRATION: Visitor observation of written documentation; director/staff explanation of implementation of evaluation system.

WRITTEN DOCUMENTATION IS REQUIRED



PT-7 TRIP REQUIREMENTS

For each type of trip/travel program, do written procedures specify:

PT-7A: Eligibility requirements for participation? YES NO

PT-7B: A process to inform campers and their parents of the following, as appropriate:

- The availability and accessibility of emergency assistance,
- The nature of specific activities to be engaged in, and their risks, and
- The degree of difficulty or physical challenge required by the activities, and the camper's responsibility for maintaining a level of fitness necessary to participate in the activity?

YES NO

PT-7C: Procedures to follow if a participant cannot continue with the trip/travel program? YES NO

INTERPRETATION: "Eligibility requirements" must be established for each type of trip and location, and should take into account age, experience, and type of participants, as well as the length of trip, location, and skill level required. "Types of trips" include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Requirements and risks will vary and should be specified for each.

Applies to:

- Day camps
- Resident camps

With regard to Standard PT-7B, "availability and accessibility of emergency assistance" includes distance and time from assistance, as well as available methods for communicating the need for emergency assistance, such as radios, cell phones, and locators. Furthermore, the information provided to the campers and their parents should include such things as activities (e.g., rock climbing, white-water rafting, tent camping) included on the trip, the risks known to be associated with those activities (e.g., falling, bad weather), and general precautions the camp will take in conducting the activities. Camps should also provide information about the trip itinerary, mode of transportation to be used, etc. Finally, the third part of Standard PT-7B addresses the fact that camps should fully explain the activities so that campers and parents know the nature and demands of the activity and understand the expectation that campers will not put themselves purposely at risk by not following safety rules, avoiding food or sleep, taking drugs that are not prescribed for them, etc.

In Standard PT-7C, the procedures for a camper who "cannot continue" may include addressing situations such as illness, injury, family emergency, or behavioral problems.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff explanation of process used to inform campers and parents.

WRITTEN DOCUMENTATION IS REQUIRED

PT-8 TRIP PROCEDURES

Has the camp established written operating procedures for each type of trip/travel program that include at least:

- Safety regulations,
- Provision of appropriate protective or rescue equipment,
- Training for participants to prepare for foreseeable risks, such as heat or cold-related emergencies and other natural hazards,
- Conditioning, warm-up, and activity-sequence procedures where appropriate, and
- Emergency and rescue procedures?

YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: Operating procedures must be established for each type of trip and location. Examples include backcountry trips, tours to public attractions, contracted trips on rivers or oceans or in state or national parks, and urban trips and tours. Regulations, equipment, and training will vary and should be specified for each.

"Protective or rescue equipment" includes such items as first-aid and emergency-response supplies, signaling devices, communication devices, helmets, rescue ropes, and survival supplies, as appropriate, for the trip or tour activities. "Conditioning, warm-up, and activity sequencing" should be based upon the skills needed to partake in the trip (e.g., skills for extended white-water paddling or high-altitude backpacking). "Heat or cold-related emergencies" include sunburn, sunstroke, dehydration, frostbite, hypothermia, snow blindness, etc. "Natural hazards" may include dangerous plants, animals, or terrain.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures.

WRITTEN DOCUMENTATION IS REQUIRED

PT-9 PRE-TRIP HEALTH SCREENING

Does the camp require health screening (as in Standards HW-8 and HW-9) of each camper and staff member within 18 hours prior to departure for the trip, and are staff advised of any medications to be administered, allergies, or other concerns or restrictions? YES NO

INTERPRETATION: The purpose of screening is to identify any observable evidence of illness, injury, or communicable disease that could affect trip participation, to review health histories, to identify any personal medications that must be included in the trip health supplies, and to review the handling of current health concerns.

Where the camp is solely a trip or travel camp and campers are screened upon arrival (Standard HW-9), the camp is in compliance with pre-trip screening *IF* counselors or trip and travel staff are continuously observing campers to identify observable evidence of illness or physical conditions that could affect trip participation.

COMPLIANCE DEMONSTRATION: Director/staff description of process/procedure.

Does not apply to nonmedical religious camps.

Applies to:

- Day camps
- Resident camps

PT-10 TRIP DOCUMENTATION AND EMERGENCY

Do procedures require that the trip/travel leader carry:

PT-10A: Emergency information for each member of the group, including:

- Copies of health forms, and
- Signed permission from parents or guardians of each minor to seek medical treatment or a signed religious waiver?

YES NO

PT-10B: Documents that fully identify the group, its leadership, insurance coverage, and home base or contact? YES NO

INTERPRETATION: The *ACA Accreditation Standards Resource CD-ROM* should be consulted for information on religious waivers.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures; visitor observation of sample documents.

Applies to:

- Day camps
- Resident camps

WRITTEN DOCUMENTATION IS REQUIRED

PT-11 TRIP ITINERARY

Does the camp have procedures requiring that a written itinerary be filed with the base camp or home office, or in the absence of a base camp, with a responsible individual, and with jurisdictional authorities when required?

YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: Camp officials and, on occasion, local authorities may need to contact a group with weather warnings or other emergency information. Emergency services personnel require information on routes if a group does not report in. In addition, itinerary details may be necessary should parents need to contact a participant in an emergency.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures; visitor observation of written itinerary.

WRITTEN DOCUMENTATION IS REQUIRED



PT-12 EQUIPMENT MAINTENANCE INFORMATION

Does the camp implement written procedures specifying safety checks, maintenance, and replacement of equipment utilized on trips? YES NO

INTERPRETATION: This standard applies to all equipment utilized on trips, supplied by the camp or by participants. Equipment includes items such as watercraft, paddles, axes, tents, stoves, backpacks, saddles, PFDs, etc. Procedures should require equipment checks prior to and during the trip and procedures for replacement or repair, if necessary.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures; director/staff description of equipment checks and maintenance.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply for travel programs that do not involve specialized equipment.

Applies to:

- Day camps
- Resident camps

PT-13 TRAVEL CAMP PROCEDURES

Does the camp have written transportation procedures for travel camping that specify:

- Emergency procedures, including plans for alternate drivers, communications, and alternate routes,
 - Provision for non-travel days for long trips, and
 - If drivers are provided by the camp, guidelines for acceptable travel times and conditions, length of travel day, appropriate rest stops, and use of relief drivers?
- YES NO

INTERPRETATION: The requirements of this standard are in addition to those in the section on Transportation standards. Groups should have a minimum of one relief driver for every two vehicles.

COMPLIANCE DEMONSTRATION: Observation of written procedures.

WRITTEN DOCUMENTATION IS REQUIRED

Does not apply if trips do not require drivers.

Applies to:

- Day camps
- Resident camps

PT-14 CAMPER SUPERVISION WITH PUBLIC PROVIDERS

Does the camp require staff accompanying campers to activities with public providers be trained on written procedures that specify their supervisory roles and responsibilities? YES NO

Does not apply if the camp never uses public providers for activities on travel programs.

Applies to:

- Day camps
- Resident camps

INTERPRETATION: When campers are engaged in activities with public providers who provide instructors and equipment, the camp staff must know their roles concerning supervisory responsibility. Written procedures need to clarify responsibilities for such factors as location of staff, camper behavior management, communication, and health-related matters. Responsibilities of camp staff will vary, depending on the location, type of activity, clientele, and staff provided by the facility or contracted service.

COMPLIANCE DEMONSTRATION: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED



AQUATIC ACTIVITIES ON TRIP/TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff *AND* those occurring at staffed public facilities or contracted service providers. If aquatic activities *NEVER* occur on trip/travel programs, Standards PT-17 through PT-18 *DO NOT APPLY*.

change to be PT -
15 through PT -19
Do not apply.



PT-15 AQUATIC SUPERVISION RATIOS

Does the camp implement written procedures and lifeguard/participant ratios that have been developed according to the type of activity, the area, and the characteristics of the participants? YES NO

Applies to:

- **Day camps**
- **Resident camps**

INTERPRETATION: Procedures should address concerns specific to the aquatic areas used. These factors may include suggested locations of guards/staff, required use of PFDs, behavior guidelines in public facilities, and safety regulations and emergency procedures specific to the type of activity. These written procedures may be included in the requirements of Standard PT-8.

Camper-to-supervisory staff ratios should be established according to recommendations of authoritative sources for specific areas and activities. For example, camps may require extra supervision by camp staff in wave pools or water slides. "Characteristics of the participants" includes not only skill level and experience in the specific aquatic activity, but also the age and maturity of participants. If using a public facility or contracted service, procedures and ratios may be a combination of those established by the facility or service and those specified by the camp.

COMPLIANCE DEMONSTRATION: Visitor observation of written procedures and ratios; director/staff description of procedures being followed.

WRITTEN DOCUMENTATION IS REQUIRED



PT-16 AQUATIC PROCEDURES

Does the camp implement procedures for use of pools or natural bodies of water on trips that require:

PT-16A: The following conditions be met:

- Campers and staff are oriented to rules and boundaries,
- Trained staff who are able to assess water and weather conditions in order to identify hazards and determine appropriate activities,
- Facility and equipment that appear to be in good repair?

YES NO

PT-16B: Rescue equipment be readily available and in good repair?

YES NO

INTERPRETATION: Camp staff may be responsible for instructing or guarding aquatic activities at beaches, lakes, and rivers; or public facility personnel may be in charge of guarding or instructing aquatic activities, with camp staff responsible only for general camper supervision. Rules, boundaries, schedules, responsibilities, communication, etc., should be reviewed with all persons prior to participation.

Trained staff may be from the camp or from the public facility or contracted service. Trained personnel must evaluate possible hazards in bodies of water and limit access and activities, as appropriate. Such hazards include waves, rip tides, rapids, currents, lightning, and winds. When appropriate, campers should be trained to identify hazardous conditions and to implement necessary actions.

"Facility and equipment" includes items such as docks, ladders, secured rafts, diving boards, watercraft, PFDs, etc. A system for safety checks and regular maintenance should be in place for camp equipment.

In Standard PT-16B, "rescue equipment" includes items such as backboards, rescue tubes, reaching devices, or designated rescue crafts, as appropriate to the activity. Reaching or throwing devices should be appropriate to the activity, even on trips that are not oriented to water activities. Rescue equipment for travel in rapids or other moving water should include, at minimum, a throw rope or bag in each boat.

COMPLIANCE DEMONSTRATION: Director/staff description of areas and procedures in use; visitor observation of aquatic areas when possible.

Applies to:

- Day camps
- Resident camps

PT-17 CAMPER SUPERVISION AT AQUATIC ACTIVITIES AND AREAS

Are staff who are accompanying campers to aquatic facilities or areas trained on written procedures that specify their supervisory roles and responsibilities? YES NO

Applies to:

- Day camps
- Resident camps

INTERPRETATION: Camp staff roles for supervision of campers in aquatic activities need to clarify responsibilities for such factors as location, behavior management, and communication, depending on the type of trip, clientele, and type of activity. Camps using staffed public facilities or contracted services should clarify specific staff responsibilities to avoid conflict with the role or responsibilities of certified aquatics personnel of the facility or service.

COMPLIANCE DEMONSTRATION: Visitor observation of written camp procedures; director/staff explanation of training and supervision practices.

WRITTEN DOCUMENTATION IS REQUIRED



PT-18 PERSONAL FLOTATION DEVICES (PFDs) MANDATORY IN WATERCRAFT ACTIVITIES (ALL)

Does the camp implement a policy that personal flotation devices (PFDs) that are safe for use be worn by all persons in watercraft activities?
YES NO

INTERPRETATION: The standard applies to all participants in watercraft activities and to staff driving boats of any kind up to 26 feet in length. This standard DOES NOT APPLY to staff lifeguarding from a watercraft.

PFDs are to be worn by campers and staff in all types of small craft, such as canoes, kayaks, rowboats, sail boats, sailboards, ski boats, water skiing, etc. PFDs must be appropriate for the type of water and the activity.

“Safe for use” means that PFDs are: Coast Guard approved; of proper type, size, and fit for each user; sufficiently buoyant to support designated weight; and in serviceable condition (clasps, zippers, etc., are in working condition).

PFDs must be worn on all watercraft under 26 feet in length. For crafts over 26 feet in length, regulations that are applicable, as determined by regulating organizations governing the body of water in use, should be followed. Local regulations may also mandate use of PFDs for certain types of watercraft or by individuals of certain ages. When user groups provide their own aquatics personnel, they must be advised of camp policies on the use of PFDs.

One exception to this standard exists. Because PFDs interfere with correct technique of crew-shell rowing, competitive crew shells are exempt from this standard if the following conditions are met: a motorized safety craft carrying enough PFDs for all participants is within close proximity to the shell at all times; and if a nonswimmer is aboard a crew shell, he or she must wear a PFD.

The *ACA Accreditation Standards Resource CD-ROM* website links should be consulted for additional information on PFDs.

COMPLIANCE DEMONSTRATION: Visitor observation of PFD use in randomly selected watercraft activities; director/staff description of procedures and their implementation.

**Does not apply
for travel programs
in which watercraft
activities never occur.**

Applies to:

- Day camps
- Resident camps

PT-19 WATERCRAFT TRAINING

Does the camp require that persons using watercraft be provided the following craft-specific training prior to use:

- Handling, trimming, loading, and movement on the craft,
- The use of PFDs, and
- Self-rescue in case of capsize or swamping situations? YES NO

**Does not apply if
watercraft are not used.**

Applies to:

- Day camps
- Resident camps

INTERPRETATION: Training in the use of PFDs may include floating in PFDs to test fit and acquaint participants with buoyancy, if the participants' physical condition and water conditions permit. Self-rescue may include an actual "tip test" when conditions permit.

COMPLIANCE DEMONSTRATION: Director/staff description of procedures and training.



Glossary of Terms Used Within the ACA Standards

Administrative personnel: Camp staff with supervisory and administrative responsibilities; may include positions such as camp director, assistant director, business manager, food-service director, health supervisor, or heads of program departments.

Adult: Any person 18 or older.

Adventure/challenge activities: Activities requiring spotting and/or belays including ropes-course activities, spelunking, climbing, rappelling, initiative activities, and similar activities. Examples also include activities at climbing walls, rappelling towers or sites, zip lines, caves, and challenge courses.

Aquatic activity: Any activity, whether recreational or instructional, occurring in, on, or near water.

Aquatic area: The physical site of a specific aquatic activity. The aquatic area for swimming may be a pool, a lake, the oceanfront, or other body of water. On a lake, there may be several aquatic areas such as one for swimming, another for boating, and another for waterskiing.

Arrival and departure: Refers to what occurs on camp property as campers come to or leave the camp premises.

Associate visitor: A member of the American Camp Association who has completed at least 21 hours of training in order to assume responsibilities as a visitor conducting camp accreditation visits. This individual shares the responsibility of a visit with a lead visitor.

Authoritative sources: Published standards, guidelines, or other instructional materials from nationally recognized organizations or experts in a particular activity.

Automated external defibrillator (AED): A portable device that checks a person's heart rhythm, determines if that rhythm is irregular, and, if so, gives the heart an electric shock to restore it to a natural state.

Belay: In climbing, belaying is a safeguarding technique used to limit possible falls of a climber. This task is usually assigned to a belayer, who passes the rope through a belay device, which increases friction and controls the rope.

Boardsailing: Also called sailboarding, windsurfing; operating a nonmotorized, one-person sailing craft.

Camp or camping: A sustained experience which provides a creative, recreational, and educational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social, and spiritual growth.

Camp director: The individual on the campsite who holds the primary overall responsibility of the administration of program operations and support services (business, food service, health services, maintenance). These responsibilities may be delegated to other staff and the supportive functions shared by or coordinated by the site manager when applicable.

Camp staff: Paid or unpaid staff hired, trained, and directly supervised by the camp who may be seasonal or year-round, full or part-time.

Camper: Generally refers to children, youth, and adults who participate in the camp experience.

Certification: As used in the Health Care and Aquatic standards denotes that the individual holds the appropriate level of certification, and that such certification is current (earned

or recertified within the past three years). As used in the Program standards, indicates current instructor-level status from a nationally recognized certifying body or organization

Counselor-in-training (CIT) or junior counselor: Campers in leadership training programs.

Counselor-support personnel: Auxiliary camp staff to aid special-needs campers in daily living tasks. They generally do not have sole camper supervision responsibility and are often called aides or volunteers. They may be paid or unpaid.

Day camp: Sessions generally at least five days and may be much longer, operated and staffed by the camp. Camper goes home to parent or guardian each night, except for occasional overnight. It is principally oriented to providing such programming for children during school vacation periods. See also "camp."

Documented training and experience: Written evidence of competence in a leadership role. This may include records of previous leadership and/or training to instruct the activity, course completion certificates or cards, letters of reference, and/or written evaluation of previous successful leadership work.

Drugs: Includes all prescription medications as well as all over-the-counter drugs which are potentially hazardous if misused (e.g., aspirin, cold tablets, etc.).

Emergency accessories: Includes reflectors, fire extinguishers, or other supplies necessitated by weather conditions, such as shovels and blankets.

Emergency exit: Does not imply a particular structure or evacuation device, but means a quick, safe, accessible alternative exit. Windows with screening could be considered emergency exits if occupants are informed of procedures for exit and could easily and safely escape through them.

Environmental hazards: May include those related to weather, terrain, or other conditions such as the presence of animals, poisonous plants, etc.

Equivalent certification: Must be recognized by the certifying body as appropriate for the specific aquatic activity or other specialized areas. A list of approved courses is available through ACA.

Family camp: Sessions operated and staffed by the camp for parents and children as family groups. Parents and guardians are on-site and have frequent contact with and can make decisions on behalf of their children. Sessions may vary in length and could be part of a user-group's program.

Food handlers: Food-service staff and any campers or program staff who regularly prepare food in decentralized living units.

General camp activities: Those activities that do not require special technical skills, equipment, or safety regulations other than general ones that apply throughout the camp.

Goal: General statement about an organization and its programs that reflects the organization's purpose or mission statement; often written as broad statements that define the outcomes to be targeted.

Gymnastics: A sport that requires an individual to perform tumbling, handsprings, handstands, vaulting, and/or other acrobatic skills.

Hand-washing facility: A supply of soap and fresh water, suitable for washing. It does not necessarily imply running water and may include the availability of waterless hand-sanitizing products.

Health care: A general term that includes first aid, medication management, and provision of prescribed medical treatment and health practices as described in the health-care policy and procedures. It is more than mere treatment. Camp health care includes prevention and wellness practices.

Health-care administrator: Refers to the person who coordinates all health-care functions and develops the health-care plan. This person generally sees that people delivering first aid or health care in camp have been appropriately trained, makes arrangements with external providers (e.g., physician, dentist, psychiatrist, clinician), and specifies how communication about health issues will occur. In some small camps, this may be the camp director. More commonly, this role is part of the camp nurse or physician's job description. If a camp has a different nurse or health-care provider each week, another staff member may fulfill the role of administrator, to provide continuity to the camp's health-care delivery system.

Health-care provider: Refers to the person with day-to-day responsibility to implement the camp's health-care plan. This includes providing individual health care, maintaining health records, administering medications, and collaborating with external health-care providers. This may be the same person as the administrator, or it may be someone different. Some camps may have multiple health-care providers, for short segments of time, throughout the operating season.

Health history: An annually updated record of one's past and present health status that is completed by the individual or by the parent/guardian if a minor.

Health personnel: Persons employed to perform health-related functions and duties and may include the health-care provider, doctors, nurses, first aiders, and other persons charged primarily with health and/or first-aid responsibilities.

Health-care center: A designated area for health care and supervision (sometimes called an infirmary) which provides shelter from the elements and has toilets and a water supply for drinking and cleaning available in or next to the facility for easy access.

High Ropes: Challenge-course activities that are located above ground and require a belay to insure the safety of the participants. Examples of high-ropes activities include ascending, descending, and traversing the course at the established height. Elements such as tree climbing, zip lines, and climbing walls may be ways to accomplish these activities. Support and safety during these activities are provided by using some type of belay, safety ropes, and wearing an appropriate helmet.

Infectious waste: Such things as syringes, needles, or dressings wet with body fluids or blood. The use of barriers (CPT-barrier masks or gloves), hand-washing, sanitizing procedures, and appropriate waste disposal should be considered in developing procedures in this area.

Initiative Activities for Ropes Courses: Activities that provide participants with opportunities to enhance problem solving, team work, trust, communication and other team building skills. These activities are usually conducted at ground level. If however, spotting is necessary these activities would be considered "adventure activities".

In-service training: Refers to training that occurs during the camp season while the camp is in operation.

In loco parentis: Legal term for the principle of being in place of the parent. It applies when the camp has supervisory responsibility for minors.

Landlord: Provider of a facility and basic services to groups. Has a duty to provide a reasonably safe facility and to provide information about which users may not have special knowledge. State laws may dictate specific responsibilities.

Lifeguard or guard: A staff member with the required certification to provide lifesaving and rescue skills in a specific water environment (i.e. pool, waterfront, surf, water park, etc.).

Licensed medical provider: Health care professionals that include licensed physicians, and in some states physician's assistants, and certified or certification-eligible nurse practitioners.

Lookout: Sometimes called “watcher” or “observer,” may be any noncertified staff member assigned by and under the direct supervision of certified aquatic personnel, utilized in addition to certified persons to be additional “eyes” watching swimmers or boaters.

Low ropes: Low ropes encourage participants to traverse a course over established elements or props. Low-ropes activities typically involve such factors as strengthening, agility, balancing, team work, and problem solving. Examples of low-ropes activities include balancing on a low beam or walking across a pole, while holding a rope. Support and safety during these activities are provided by the use of spotters on activities above ground and, depending upon the activity, wearing an appropriate helmet.

Man-made hazards: May include public roads through camp property, construction activities on the campsite, abandoned wells, or other facilities on the site that may pose a risk.

Medical care: Refers to directives from a physician pertaining to the treatment of a given person’s injury, illness, or health concern. In some states, physician’s assistants and nurse practitioners may also be qualified to give medical care, under circumstances defined by state law. Medical care commonly includes administration of prescribed medication and practices which support recovery and/or maintenance of a person’s health.

Natural hazards: The presence on-site of cliffs, poisonous snakes, wild animals, or other conditions of nature that may pose a risk to humans.

Noncertified instructional assistants: Teaching assistants without current certification who are under the immediate supervision and direction of the certified instructor.

Nonmedical religious camp: Refers to a camp primarily serving persons who depend on spiritual means alone, through prayer, for prevention and healing of disease, in accordance with their religious beliefs. Because of this reliance upon faith rather than traditional medical intervention, participants object to physical examination, immunization, or medical treatment. The Christian Science Church is an example of such a religious group.

Outcomes: The results, impacts, or effects of something.

Overnight/short trip: Trips, field trips, excursions, overnights of two nights or less.

Participants: All persons involved in the camping operation including staff, campers, and groups.

Personal watercraft: A craft that uses an inboard motor powering a water jet pump as the primary source of power and which is designed to be operated by a person sitting, standing, or kneeling on rather than in the boat.

PFD: As used in these standards denotes a U.S. Coast Guard approved Type I, II, III, or V Personal Flotation Device (PFD).

Pick-up and drop-off: Refers to the camp picking up or returning a camper to his/her home or a central location.

Pony rides: Activities in which the horse or pony is led at a walk by a trained individual other than the rider, or the animal is controlled by a mechanical device that leads it at a walk. At no time is the rider expected or allowed to control the horse or pony. Usually the rider is lifted on and off the animal or mounts from a mounting platform.

Primarily serves campers with special needs: More than 50 percent of the campers enrolled for the camp season are special-needs campers. (See definition of special-needs campers.)

Program activity: An individual event, class, or instructional period occurring under staff leadership or supervision that provides opportunity for recreational or educational participation by campers.

Program personnel: Camp staff directly involved in camp programming and camper supervision; may include such positions as unit supervisors, activity specialists, activity coordinators, and counselors.

Qualified personnel: An individual whose competency is affirmed by local statute or regulation (appropriately licensed, certified, etc.), or camp personnel/other persons who have training and experience in a specific area or field.

Rental or lease programs: Other camps, groups, or programs rent or lease the camp's facilities, and perhaps some services, to operate their own camping programs or retreats. The group may even be from within the camp's parent organization. Includes most troop and club campouts, youth weekend retreats, outdoor education run by other groups, or specialty programs that operate their session at the camp's facility. The camp may supply some staff and services, such as lifeguards and food service, but the primary responsibility for camper supervision and general programming is with the group. May be short or long sessions. The group utilizing the camp facilities and maintaining the responsibility for their program is called the User Group.

Rescue equipment: (In aquatics) Includes backboards, ring buoys, reaching devices, designated rescue boats, etc., appropriate to the activity.

Resident camp: Sessions are generally at least five days (four nights) and may be multiple weeks in length. Program is operated and staffed by the camp and supervision of individual campers is a camp responsibility. Campers stay overnight and camp is responsible for campers 24 hours a day.

Seasonal staff: May be paid employees or volunteers. Generally, seasonal staff are those not from the local area who work for a defined period of time and who rely on the camp health-care system as their first treatment in case of illness or injury. These standards *DO NOT APPLY* to staff who live in the local area and have established their own health-care options, even if those staff contribute to a seasonal program.

Short-term residential programs run by the camp: Sessions are generally three nights or less. Run and staffed primarily by the camp and include weekend retreats, short environmental programs, skill-training weekends, parent-child programs, etc. The camp staff is sometimes supplemented by adults from a participating group.

Short-term staff: Staff (paid or unpaid) who are contracted for two weeks or less, excluding the training period.

Site without facilities: Site that does not have buildings used for permanent sleeping quarters or substantial capital investment in structures.

Small craft: Recreational watercraft up to 26 feet in length, such as canoes, kayaks, sailboats, rowboats, ski boats, rafts, etc.

Special medical needs: Includes conditions which require special medications, practices, or treatments prescribed by a physician to maintain the individual's capability to participate in the camp program. Examples include chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer or AIDS, or physically disabling conditions such as spina bifida.

Special-needs campers: Campers with physical, medical, or behavioral characteristics who require additional assistance or supervision to participate fully or safely. Examples include campers with physical disabilities, emotional disturbances, learning disabilities, mental retardation, or medical conditions such as diabetes, cancer, and asthma.

Specialized program activity: Activities whose safe conduct requires supervision by persons with the specialized training and experience to make judgments concerning equipment, procedures, and safety considerations. Examples of specialized activities include such programs as ropes courses, archery or other target sports, gymnastics, bicycling, motorized vehicles, etc.

Specialized activity leader: The persons providing direct, on-site leadership at any specialized program activity.

Specialized activity supervisor: An adult with certification or training and experience in a specialized activity. This person provides training and supervision to the specialized activity leaders.

Spotting: (Climbing) A technique used in climbing that monitors and helps prevent injury from possible falls. The spotter stands below the climber to redirect and minimize injury to the climber if a fall should occur.

Staffed public facility or provider: Facility not on the campsite, or vendors providing equipment and access to a program site or facility, with persons other than camp staff responsible for the site, equipment, and supervision of the activity. Staff may accompany a group and may assist with supervision of campers, but are not responsible for the supervision of the activity. Also includes the use of another camp's facility.

Support personnel: Those who provide services to the site other than activity programming and may include positions such as office work, maintenance, food service, aides or volunteers, or drivers.

Treatment procedures: Includes commonly accepted treatments, appropriate to the health-care provider's credentials, for minor illnesses or injuries and general first-aid guidelines. Also includes identification of points at which professional medical treatment or advice should be sought. Such procedures should be developed, revised, or reviewed by a licensed physician.

Trip and travel camping programs: Any program conducted or sponsored by the camp in which a group moves from one site to another for three nights or more. In backcountry and wilderness tripping, individuals move under their own power or by individually guided vehicle or animal (e.g., bicycle, canoe, horse). In travel camping, a group uses motorized transportation (e.g., van, bus, car, plane) to move from one site to another for experiences in different environments. Trip and travel programs are run as an extension of resident or day camp or may be an exclusive trip-and-travel camp..

User group: See rental or lease programs.

User-group leaders or staff: Leaders, chaperones, staff, volunteers, and supervisors provided by the user group. These persons are not directly supervised by the camp. The person in charge of the user group may have the title camp director or dean.

Visitor: An individual trained and certified by the American Camp Association to conduct accreditation visits in the ACA Accreditation Program.

Watercraft: All small craft (i.e., canoes, sailboats, rowboats, kayaks, etc.), paddleboats, personal watercraft, motorboats, and fishing boats.

Watercraft activity: Includes use of small craft (canoeing, sailing, rowing, kayaking, rafting, motorboating, etc.), as well as boardsailing, waterskiing, windsurfing, etc.

Youth group: For the purposes of the standards, a group with children under age 18 who are unaccompanied by a parent or guardian.

Exemplary Ethical Practices for All Members of the American Camp Association

A Code of Ethics identifies those behaviors and attitudes the profession believes to be minimum acceptable commitments to the well being of others. It is not possible for a code to identify or include all such practices or concepts. The existence of a Code of Ethics cannot guarantee that all persons will behave in ways deemed ethical by all other persons. A code is built on a commitment to integrity, truthfulness, and fairness to all persons. To that end, the members of the American Camp Association agree, by their membership, to uphold the following:

1. I shall conduct myself in a manner consistent with the association's mission to serve organized camps, affiliated programs, and the public by promoting better camping for all.
2. I shall recognize my responsibility for the welfare of others in my care.
3. I shall abide by and comply with the relevant laws of the community.
4. I shall be a member in the proper ACA classification as currently defined by the ACA National Board of Directors; and I shall disclose my affiliation with ACA only in a manner specifically permitted by the association.
5. I shall speak for the association only when specifically authorized to do so and will otherwise make clear that my statements and actions are those of an individual member.
6. I shall respect the confidences of ACA members, camps, and other constituents within the camp community; however, I shall accept responsibility to pass on to the appropriate ACA official, information I deem reliable that will help protect the camp community against unethical practices by any individual.

Exemplary Ethical Practices for Camp Owners, Directors, and Executives

The association recognizes the camp owner, director, and executive as the primary professional persons assuming the greatest responsibility for actual camp practices. Therefore, in addition to the Code of Ethics for all members, any member operating a camp accredited by or affiliated with the American Camp Association agrees to subscribe to the following:

7. I shall endeavor to provide an environment conducive to promoting and protecting the physical and emotional well being of the campers and staff.
8. I shall seek to instill in my staff and campers a reverence for the land and its waters and all living things, and an ecological conscience which reflects the conviction of individual responsibility for the health of that environment.
9. I shall follow equal opportunity practices in employment and camper enrollment.
10. I shall endeavor to employ persons based upon factors necessary to the performance of the job and the operation of the camp.
11. I shall be truthful and fair in securing and dealing with campers, parents/guardians, and staff.
12. I shall provide a written enrollment policy for all camper/family applicants including fees, payment schedules, discounts, dates of arrival and departure, together with a clearly stated refund policy.
13. I shall provide for each staff member a written job description and employment agreement including period of employment, compensation, benefits, and exceptions.
14. I shall promptly consult with parents or guardians of any camper or minor staff member as to the advisability of removing him/her from camp should it be clear that he/she is not benefiting from the camp experience or the camper's or minor staff member's actions have created this need.
15. I shall make arrangements with the parents or guardians for the return of their camper(s) or minor-age staff member(s).
16. I shall pay the correct national and section fees as established by the ACA National Board of Directors and the ACA Section Board of Directors.
17. I, or my agent, will promptly respond to any and all complaints received by me and make a good faith effort to resolve all such complaints in accordance with generally accepted good business practices and the ACA Code of Ethics.

Adopted 2/26/95; Revised 3/2/97, 2/25/00, 2/23/02 – ACA Council of Delegates

Appendix B

Annual Statement of Compliance



Camp Accreditation

American Camp Association Accreditation describes the operation of the programs and services by an owner/director. This may be sought by a camp operating on its own property, on the property belonging to someone else, or by camps that rent/lease facilities to other groups who retain the responsibility for part or all of their own program. The visitation requires establishing compliance with standards related to the camp site, program, and operation, and it must occur while the camp is in full operation. Accreditation applies to all camp programs and services offered under the same camp name throughout the year, except for single day events.

To apply for or maintain accreditation, a legal representative must sign the statement of compliance annually, and must agree to an on-site visit as determined by the Section, but at least once every three years.

1. I hereby concur with the definition of camping as set forth by the American Camp Association:

Camping is a sustained experience which provides a creative educational and recreational opportunity in group living in the out-of-doors. It utilizes trained leadership and the resources of the natural surroundings to contribute to each camper's mental, physical, social and spiritual growth.

2. I hereby confirm that the camp listed below is operating under the applicable federal, state, and local laws, codes and regulations, and that all required permits and licenses have been obtained.

The compliance with legal requirements of the jurisdictions within which a camp is located is the responsibility of the camp; enforcement is the responsibility of the appropriate government official. The American Camp Association does not consider itself a legal agency to enforce the law. Where the ACA Standard requires higher performance than the legal requirements, a camp must comply with the Standard to be accredited.

3. If continuing accreditation, I affirm that the camp continues to meet the standards verified by the visitors on the day of the visit.

4. I understand that accreditation may be withdrawn

- if false information is knowingly provided to the visitors or ACA section or national personnel; or
- if it is verified that compliance with mandatory standards is not being continually maintained; or
- if ACA has been notified by appropriate federal, state or local authorities that laws which significantly affect the health and safety of campers or staff have been violated, or ACA has documented reason to believe that such violations have occurred; or
- At the discretion of the ACA Section Board, following a Section Review and notification of the National Standards Commission (NSC) prior to such action being taken. The camp has the right of appeal to the NSC in the event of such action. The NSC has the final and absolute authority in such matters.

5. My camp has complied and will continue to comply with all of the applicable mandatory standards for accreditation. (Note: The mandatory standards are listed on the reverse side of this page.)

6. I affirm that I am willing to be held accountable for, and understand that my camp can lose its accreditation for violations of the Code of Ethics of the American Camp Association as revised February 2002.

As the legally authorized representative of Camp Number _____,

Camp Name _____

I do hereby affirm that we meet the requirements established in the Statement of Compliance above, and adhere to the mandatory standards for accreditation listed below. We wish to apply for or continue our camp accreditation.

Signature (required) _____ Date _____

Printed Name _____

Position _____

Please sign and return to:
American Camp Association • 5000 State Road 67 North • Martinsville, IN 46151-7902 • fax 765.342.2065
Forms may also be submitted online at www.ACAcamps.org/soc

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Appreciation is extended to the following for the use of the photos in this book:

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List of Changes to the ACA Accreditation Process Guide (2006).

The following list indicates Standards to which revisions/corrections have been made. The initial revisions were posted in June 2007 with additional slight corrections made in September 2007. This version also includes Standards revisions voted on by the Council of Delegates in December 2007. There is an asterisk by the December revisions.

This document includes all pages to which revisions were made AS WELL AS THE “other side of the page” so the entire document can be printed front to back (e.g., changes were made to Standard SF-6 on page 49, we have included page 50 as well). This will allow you to simply pull out the old page in your *Accreditation Process Guide* (APG) and insert the new/revised page.

Some changes are minor word changes (which could still significantly impact the Standard) and are listed at the very end of this document. You are encouraged to write the changes directly into your APG.

We encourage you to print these changes and include them in your APG.

The format of the changes LOOK like your original APG and have the revision dates at the bottom of each page.

ONLY STANDARDS LISTED BELOW CONTAIN A REVISION!

SF-2 CARE OF HAZARDOUS MATERIALS, p. 45, 46

SF-6 ELECTRICAL EVALUATION, p. 49

SF-12 FIRE EQUIPMENT EVALUATION, p. 50

HW-2 HEALTH HISTORY, p. 94

HW-6 HEALTH EXAM, p. 100

HW-8 HEALTH SCREENING FOR RESIDENT CAMPS (Parts B & C have been combined), p. 102, 103

HW-9 HEALTH INFORMATION REVIEW FOR DAY CAMPS (2nd bullet in original standard deleted as it was addressed elsewhere), p. 104

OM-17 CAMPER SECURITY, p. 139

***OM-19** USER GROUP RESPONSIBILITIES, p. 142

***HR-4** STAFF SCREENING, pp. 149, 150

PD-6 CAMP GOALS AND OUTCOMES, p. 177

***PD-23** ADDITIONAL FIREARM SAFETY, p. 195

***PD-24** PROTECTIVE HEADGEAR, p. 196

PA-15 SWIM LIFEGUARD SKILLS, p. 219

PA Applicability box, p. 224

PA-24 PERSONAL FLOTATION DEVICES (PFDs), p. 229

PC-15 PROTECTIVE HEADGEAR, p. 255

PH Standards Applicability Box, p.262

PH-1 PONY RIDES, p. 263

PH-10 HORSE MEDICATIONS, p. 268

PH-15 RIDER APPAREL, P. 273

PT-13 TRAVEL CAMP PROCEDURES, p. 291

PT-18 PERSONAL FLOTATION DEVICES (PFDs) IN WATERCRAFT ACTIVITIES, p. 297

GLOSSARY (complete glossary) pp. 299, 304

INDEX (complete index) pp. 307, 315

ADDITIONAL CHANGES IN APG—CHANGES FOR YOU TO NOTE IN YOUR APG

* Revisions to Standards as of January 2008

ADDITIONAL CHANGES IN APG

The following changes are small and did not require a reprint of the entire page. We recommend you make the changes by hand in your APG.

Add to mandatory Standards list (p. 34): PD-24B Activities involving motorized vehicles.

SF Section (p. 48)

SF-5 Replace "and" with "or" to read:

Does the camp have on-site:

- The blueprints, charts, or written physical descriptions of locations of all electrical lines and cutoff points, gas lines and valves, and water cutoff points, or
- For a non-owned site, the written or posted telephone number of the individual or agency to contact in case of problems? YES NO

TR Section (p. 82)

TR-13 Remove from title "With Drivers" to read:

TR-13 LEASED, RENTED, OR CHARTERED VEHICLES

HW Section (p.114)

HW-20 Change "Management" to "Administration" to read as:

HW-20 MEDICATION ADMINISTRATION

OM Section (p. 129)

OM-5 Add to the DNA "under the current standards" to read:

Does not apply to camps that are being visited for the first time under the current standards.

HR Section (p. 151)

HR-5 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs

ADDITIONAL CHANGES IN APG *continued*

PT Section (P. 186)

Add "paintball" to the list of activities requiring injury-protection equipment (third bullet).

Applicability box p. 293, final sentence, Change "PT-18" to "PT-19" to read:

AQUATIC ACTIVITIES ON TRIP/TRAVEL PROGRAMS

Applies to swimming, canoeing, kayaking, sailing, tubing, rafting, snorkeling, and all other aquatic activities on trips conducted by camp staff AND those occurring at staffed public facilities or contracted service providers. If aquatic activities NEVER occur on trip/travel programs, Standards PT-15 through PT-19 DO NOT APPLY.

PH Section

For PH-3 through PH-8 add: "Does not apply to pony rides".

Applicability box p. 269 Add "except pony rides" to read:

ALL RIDING ACTIVITIES IN AND OUT OF CAMP

Standards PH-11 through PH-17 are applicable to all riding activities (except pony rides), including riding activities provided or staffed by the camp AND those conducted at staffed public facilities. Accordingly, all camps should score Standards PH-11 through PH-17.

PC Section

Opening section (p. 241) to read as:

For the purposes of these standards, adventure/challenge activities are those requiring spotting and/or a belay system. This category includes challenge and ropes course activities, spelunking/caving, climbing (walls or sites), rappelling (towers or sites), initiative activities (that require spotting), zip lines, and similar activities. The ACA Accreditation Standards Resource CD-ROM should be consulted for additional information on challenge-course activities.

PA Section (p. 233 and 236)

PA-29B Remove from body of standard "bumper boats" to read:

PA-29B: Written evidence of regular checks and maintenance of ski boats, personal watercraft (jet skis), powered sailboats, and other motorized watercraft? YES NO

PA-32 Delete from "Applies to" list the phrase "user-group programs" to read:

Applies to:

- Day camps
- Resident camps
- Short-term resident programs